



# BOARD PACKAGE

November 13, 2024

Regular Board Meeting – 5:00 p.m.

## REGULAR BOARD MEETING AGENDA

November 13, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### REGULAR BOARD MEETING – 5:00 P.M.

**Call to Order** – Pledge of Allegiance

#### Roll Call

#### 1) Approval of Agenda

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

a) **General Public**

b) **Community Reports**

- C.E.R.T.
- County Supervisor
- Federal Representatives
- Fire
- Mojave Water Agency
- School District
- Sheriff
- State Representatives

#### 3) Consent Items

- a) Approval of Minutes  
b) Approval of Board Stipends/Reimbursements  
c) Approval of Contractor Payments

#### 4) Matters Removed from Consent Items

#### 5) Presentations/Appointments

- Meter Replacement Program Results

#### 6) Continued/New Agenda Items

- a) Presentation, Discussion, & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024  
b) Discussion & Possible Action Regarding District Health Benefits Contribution Increase for Employees



#### Mission Statement:

*The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.*

#### Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

- c) Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1C Operations Facility for FY 25/26
  - d) Request to Release Notice of Bidders for Phelan Park Enhancement Project
  - e) Update on District Projects
- 7) **Committee Reports/Comments**
- a) Engineering Committee (Standing)
  - b) Finance Committee (Standing)
  - c) Legislative Committee (Standing)
  - d) Parks, Recreation & Street Lighting Committee (Standing)
  - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager's Report**
- 9) **Reports**
- a) Director Reports
  - b) President's Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
- a) Prior Meeting Action Items
  - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
- Regular Board Meeting – November 27, 2024
- 13) **Recess to Closed Session**
- a) Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)  
Six potential cases
  - b) Conference with Real Property Negotiators  
Government Code Section 54956.8  
Property: APN 3100-561-14  
Legal Description: PARCEL MAP 12544 PARCEL 2  
District Negotiator: Donald J. Bartz, General Manager  
Negotiating Party: Frank B. Olsen  
Under Negotiation: Price and terms of payment
  - c) Conference with Real Property Negotiators  
Government Code Section 54956.8  
Property: NEC and SWC of El Mirage Road and Meridian Road, El Mirage, California  
District Negotiator: Donald J. Bartz, General Manager  
Negotiating Party: Circle Green  
Under Negotiation: Purchase Option
- 14) **Return to Open Session – Announcement of Reportable Action**
- 15) **Adjournment**

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.*

*Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)*

**Remote Viewing:**

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

**Remote Participation:**

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

*Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.*

**Written Comments:**

You may also email your public comment to the Board Secretary at [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

*Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) or by visiting our website and completing the signup form at [www.pphcsd.org](http://www.pphcsd.org) under the "Agendas and Minutes" tab.*



# Agenda Item 3a

Approval of Board Minutes

## **REGULAR BOARD MEETING MINUTES**

October 23, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Greg Snyder, Vice President  
Rebecca Kujawa, Director  
Deborah Philips, Director  
Mark Roberts, Director

**Board Members Absent:** Chuck Hays, President

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
Sean Wright, Water Operations Manager  
Jennifer Oakes, Executive Management Analyst

**District Counsel:** Steve Kennedy, General Counsel

## **SPECIAL BOARD MEETING – 5:00 P.M.**

### **Call to Order**

Vice President Snyder called the meeting to order at 5:03 p.m. and the Pledge of Allegiance was conducted.

### **Roll Call**

All but President Hays were present at roll call.

### **1) Approval of Agenda**

Mr. Bartz requested to remove Item 6A from the Agenda and Mr. Kennedy requested to add two items to the Closed Session. Director Roberts moved to approve the Agenda as amended. Director Kujawa seconded the motion. Motion carried 4-0.

### **2) Public Comment**

- a) **General Public** – None
- b) **Community Reports** – None

### **3) Consent Items**

Director Roberts moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 4-0.

### **4) Matters Removed from Consent Items**

There were no matters removed.

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

- a) **Discussion & Possible Action Regarding Modification of Section 2270.17, “Reimbursement Agreement Administrative Fee,” of Policy No. 2000; Comprehensive Schedule of Rates, Fees & Charges for District Services**  
Staff Recommendation: None

NOTE: This item was removed from the agenda.

- b) **Update on District Projects**  
Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Has not met.  
b) **Finance Committee (Standing)** – Will meet on November 5, 2024, in the District office.  
c) **Legislative Committee (Standing)** – Meets In December.  
d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in November.  
e) **Waste & Recycling Committee (Standing)** – Meets in November.

8) **Staff and General Manager’s Report**

Nothing further to report.

9) **Reports**

a) **Director’s Report**

**Roberts** – Nothing to report.

**Philips** – Attended MWA Road Tour last week and learned about their tanks and pumping system and attended ASBCSD meeting and went over collaborative work with CSUSB.

**Kujawa** – Attended ASBCSD dinner where the topic was “Thinking Beyond the Pipes.” A report will be provided at the next meeting.

**Snyder** – Nothing to report.

b) **President’s Report** – None

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Purchasing policy to be brought back to a future meeting
- Look into utilizing battery backups and research possible related grants

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

Regular Board Meeting – November 13, 2024

13) **Recess to Closed Session**

The Board recessed to closed session at 5:12 p.m.

CLOSED SESSION

Conference with Legal Counsel – Existing Litigation

[Government Code Section 54956.9(d)(1)]

Name of Case: In re SunPower Corporation, et al., United States Bankruptcy Court Case No. 24-11649 (CTG)

CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)

Five potential cases

NOTE: Two additional cases were added to this closed session.

14) **Return to Open Session – Announcement of Reportable Action**

The Board returned to open session at 6:42 p.m. There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:42 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)

\_\_\_\_\_  
Greg Snyder, Vice President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aimee Williams, Assistant District Clerk

\_\_\_\_\_  
Date



# Agenda Item 3b

Approval of Board  
Stipends/Reimbursements

**Phelan Piñon Hills Community Services District**  
Board Stipend & Mileage Report - 2024

**Name:** Chuck Hays  
**Email Address:** [chays@pphcsd.org](mailto:chays@pphcsd.org)  
**Current Date:** November 6, 2024  
**Reimbursement Month:** September

**Meeting No. 1:**  
*Date of Meeting/Event:* Wednesday, September 18, 2024  
*Expense Description/Business Purpose:* Solid Waste Comm. Meeting  
*Charge Amount:* \$120  
*Mileage (Distance):* 0

**Meeting No. 2:**  
*Date of Meeting/Event (2):* Monday, September 23, 2024  
*Expense Description/Business Purpose (2):* Agenda Review GM  
*Charge Amount (2):* \$120  
*Mileage (Distance) (2):* 0

**Meeting No. 3:**  
*Date of Meeting/Event (3):* Tuesday, September 24, 2024  
*Expense Description/Business Purpose (3):* Special Board Meeting  
*Charge Amount (3):* \$120  
*Mileage (Distance) (3):* 0

**Meeting No. 4:**  
*Date of Meeting/Event (4):* Wednesday, September 25, 2024  
*Expense Description/Business Purpose (4):* Regular Board Meeting  
*Charge Amount (4):* \$120  
*Mileage (Distance) (4):* 0

**Meeting No. 5:**  
*Date of Meeting/Event (5):*  
*Expense Description/Business Purpose (5):*  
*Charge Amount (5):*  
*Mileage (Distance) (5):*

**Meeting No. 6:**  
*Date of Meeting/Event (6):*  
*Expense Description/Business Purpose (6):*  
*Charge Amount (6):*  
*Mileage (Distance) (6):*

**Meeting No. 7:**  
*Date of Meeting/Event (7):*  
*Expense Description/Business Purpose (7):*  
*Charge Amount (7):*  
*Mileage (Distance) (7):*

**Meeting No. 8:**  
*Date of Meeting/Event (8):*  
*Expense Description/Business Purpose (8):*  
*Charge Amount (8):*  
*Mileage (Distance) (8):*

**Meeting No. 9:**  
*Date of Meeting/Event (9):*  
*Expense Description/Business Purpose (9):*  
*Charge Amount (9):*  
*Mileage (Distance) (9):*

**Meeting No. 10:**  
*Date of Meeting/Event (10):*  
*Expense Description/Business Purpose (10):*  
*Charge Amount (10):*  
*Mileage (Distance) (10):*

**Other Expenses:**  
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

**Certification:**  
 I certify the expenses listed above are related to my authorized travel according to District policies.:

*Chuck Hays*

<b>Reimbursement Summary:</b>	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$480.00</b>

**Phelan Piñon Hills Community Services District**  
Board Stipend & Mileage Report - 2024

**Name:** Chuck Hays  
**Email Address:** [chays@pphcsd.org](mailto:chays@pphcsd.org)  
**Current Date:** November 6, 2024  
**Reimbursement Month:** October

**Meeting No. 1:**  
Date of Meeting/Event: Wednesday, October 09, 2024  
Expense Description/Business Purpose: Regular Board Meeting  
Charge Amount: \$120  
Mileage (Distance): 0

**Meeting No. 2:**  
Date of Meeting/Event (2):  
Expense Description/Business Purpose (2):  
Charge Amount (2):  
Mileage (Distance) (2):

**Meeting No. 3:**  
Date of Meeting/Event (3):  
Expense Description/Business Purpose (3):  
Charge Amount (3):  
Mileage (Distance) (3):

**Meeting No. 4:**  
Date of Meeting/Event (4):  
Expense Description/Business Purpose (4):  
Charge Amount (4):  
Mileage (Distance) (4):

**Meeting No. 5:**  
Date of Meeting/Event (5):  
Expense Description/Business Purpose (5):  
Charge Amount (5):  
Mileage (Distance) (5):

**Meeting No. 6:**  
Date of Meeting/Event (6):  
Expense Description/Business Purpose (6):  
Charge Amount (6):  
Mileage (Distance) (6):

**Meeting No. 7:**  
Date of Meeting/Event (7):  
Expense Description/Business Purpose (7):  
Charge Amount (7):  
Mileage (Distance) (7):

**Meeting No. 8:**  
Date of Meeting/Event (8):  
Expense Description/Business Purpose (8):  
Charge Amount (8):  
Mileage (Distance) (8):

**Meeting No. 9:**  
Date of Meeting/Event (9):  
Expense Description/Business Purpose (9):  
Charge Amount (9):  
Mileage (Distance) (9):

**Meeting No. 10:**  
Date of Meeting/Event (10):  
Expense Description/Business Purpose (10):  
Charge Amount (10):  
Mileage (Distance) (10):

**Other Expenses:**  
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

**Certification:**  
 I certify the expenses listed above are related to my authorized travel according to District policies.:

*Chuck Hays*

<b>Reimbursement Summary:</b>	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	1
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$120.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$120.00</b>

**Phelan Piñon Hills Community Services District**  
Board Stipend & Mileage Report - 2024

**Name:** Deborah Philips  
**Email Address:** [dphilips@pphcsd.org](mailto:dphilips@pphcsd.org)  
**Current Date:** October 31, 2024  
**Reimbursement Month:** October

**Meeting No. 1:**  
*Date of Meeting/Event:* Wednesday, October 02, 2024  
*Expense Description/Business Purpose:* Meeting with GM Solid waste, well sites, legislative  
*Charge Amount:* \$120  
*Mileage (Distance):* 0

**Meeting No. 2:**  
*Date of Meeting/Event (2):* Wednesday, October 09, 2024  
*Expense Description/Business Purpose (2):* Board meeting  
*Charge Amount (2):* \$120  
*Mileage (Distance) (2):* 10

**Meeting No. 3:**  
*Date of Meeting/Event (3):* Monday, October 14, 2024  
*Expense Description/Business Purpose (3):* Meeting with GM Well Sites  
*Charge Amount (3):* \$120  
*Mileage (Distance) (3):*

**Meeting No. 4:**  
*Date of Meeting/Event (4):* Thursday, October 17, 2024  
*Expense Description/Business Purpose (4):* MWA Road Trip well and tank sites  
*Charge Amount (4):* \$120  
*Mileage (Distance) (4):* 56

**Meeting No. 5:**  
*Date of Meeting/Event (5):* Friday, October 18, 2024  
*Expense Description/Business Purpose (5):* Meeting with GM Adjudication ramp down, well site  
*Charge Amount (5):* \$120  
*Mileage (Distance) (5):*

**Meeting No. 6:**  
*Date of Meeting/Event (6):* Monday, October 21, 2024  
*Expense Description/Business Purpose (6):* ASBCSD  
*Charge Amount (6):* \$120  
*Mileage (Distance) (6):* 123

**Meeting No. 7:**  
*Date of Meeting/Event (7):* Tuesday, October 22, 2024  
*Expense Description/Business Purpose (7):* Meeting with GM Legislative, Well site  
*Charge Amount (7):* \$120  
*Mileage (Distance) (7):*

**Meeting No. 8:**  
*Date of Meeting/Event (8):* Wednesday, October 23, 2024  
*Expense Description/Business Purpose (8):* Board meeting  
*Charge Amount (8):* \$120  
*Mileage (Distance) (8):* 10

**Meeting No. 9:**  
*Date of Meeting/Event (9):* Thursday, October 24, 2024  
*Expense Description/Business Purpose (9):* MWA Native Plants Webinar  
*Charge Amount (9):* \$120  
*Mileage (Distance) (9):* 0

**Meeting No. 10:**  
*Date of Meeting/Event (10):* Thursday, October 31, 2024  
*Expense Description/Business Purpose (10):* Meeting with GM Well site, solid waste, legislative,  
*Charge Amount (10):* \$120  
*Mileage (Distance) (10):* 12

**Other Expenses:**  
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

**Certification:**  
 I certify the expenses listed above are related to my authorized travel according to District policies.:

*Deborah Philips*

**Reimbursement Summary:**

TOTAL MILEAGE:	211.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$141.37
TOTAL MEETINGS:	10
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$1,200.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$1,341.37</b>



**Phelan Piñon Hills Community Services District**  
Board Stipend & Mileage Report - 2024

**Name:** Rebecca Kujawa  
**Email Address:** [rkujawa@pphcsd.org](mailto:rkujawa@pphcsd.org)  
**Current Date:** October 24, 2024  
**Reimbursement Month:** October

**Meeting No. 1:**  
*Date of Meeting/Event:* Wednesday, October 09, 2024  
*Expense Description/Business Purpose:* Regular Board Meeting  
*Charge Amount:* \$120  
*Mileage (Distance):* 0

**Meeting No. 2:**  
*Date of Meeting/Event (2):* Monday, October 21, 2024  
*Expense Description/Business Purpose (2):* ASBCSD Dinner  
*Charge Amount (2):* \$120  
*Mileage (Distance) (2):* 101.8

**Meeting No. 3:**  
*Date of Meeting/Event (3):* Wednesday, October 23, 2024  
*Expense Description/Business Purpose (3):* Regular Board Meeting  
*Charge Amount (3):* \$120  
*Mileage (Distance) (3):* 0

**Meeting No. 4:**  
*Date of Meeting/Event (4):*  
*Expense Description/Business Purpose (4):*  
*Charge Amount (4):*  
*Mileage (Distance) (4):*

**Meeting No. 5:**  
*Date of Meeting/Event (5):*  
*Expense Description/Business Purpose (5):*  
*Charge Amount (5):*  
*Mileage (Distance) (5):*

**Meeting No. 6:**  
*Date of Meeting/Event (6):*  
*Expense Description/Business Purpose (6):*  
*Charge Amount (6):*  
*Mileage (Distance) (6):*

**Meeting No. 7:**  
*Date of Meeting/Event (7):*  
*Expense Description/Business Purpose (7):*  
*Charge Amount (7):*  
*Mileage (Distance) (7):*

**Meeting No. 8:**  
*Date of Meeting/Event (8):*  
*Expense Description/Business Purpose (8):*  
*Charge Amount (8):*  
*Mileage (Distance) (8):*

**Meeting No. 9:**  
*Date of Meeting/Event (9):*  
*Expense Description/Business Purpose (9):*  
*Charge Amount (9):*  
*Mileage (Distance) (9):*

**Meeting No. 10:**  
*Date of Meeting/Event (10):*  
*Expense Description/Business Purpose (10):*  
*Charge Amount (10):*  
*Mileage (Distance) (10):*

**Other Expenses:**  
*List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:*

**Certification:**  
*I certify the expenses listed above are related to my authorized travel according to District policies.:*

*Rebecca Kujawa*

<b>Reimbursement Summary:</b>	
TOTAL MILEAGE:	101.80
TOTAL REIMBURSED MILEAGE REQUESTED:	\$68.21
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$428.21</b>

# Agenda Item 3c

Approval of Contractor  
Payments

# Payment Approval Form - Contract/Consultant

Date: 10/31/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 44%

Total Invoiced to Date \$45,656.98

Amount Paid to Date 41,839.48

**Total Due this Invoice** **\$3,817.50**

Total Contract Amount After Invoice: \$ 58,330.02

Certification that the above work is completed as reflected on the invoice.

  
Engineering Manager 10/31/24  
Date

General Manager 10/31/24  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date

**Total this Phase 0.00**

Phase	00701	Bid Ready PS&E				
<b>Fee</b>						
Billing Phase			Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Bid Ready PS&E			9,825.75	0.00	0.00	0.00
Total Fee			9,825.75		0.00	0.00
<b>Total Fee</b>						<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>	

Phase	00801	Structural Support Allowance				
<b>Fee</b>						
Billing Phase			Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance			1,800.00	0.00	0.00	0.00
Total Fee			1,800.00		0.00	0.00
<b>Total Fee</b>						<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>	
<b>Total this Invoice</b>					<b>\$3,817.50</b>	

DESCRIPTION Phelan Park Enhancement ARPA October 23, 2024

GL ACCT#	AMT
C0111	\$3,817.50

NOTES Wallace Group

Design / Coordination / QA/QC

-

Contract Amount: \$103,987 Invoice: 63475

PO # 0564 5769 GEN MANAGER \_\_\_\_\_

DEPT MANAGER [Signature] ADMIN MANAGER \_\_\_\_\_

# Billing Backup

Monday, October 21, 2024

Wallace Group Invoice 63475 Dated 10/21/2024 4:40:54 PM

Project	1764-0005-01	Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements
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Phase	00101	Management & Meetings
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**Labor**

	Hours
Principal Engineer	
Tanaka, Steven <span style="float:right">9/10/2024</span>	.50
Coordination Meeting Front End Specifications	
Director of Landscape Architecture	
Wilkins, Matthew <span style="float:right">9/11/2024</span>	.50
SED Contract Prep	
Wilkins, Matthew <span style="float:right">9/12/2024</span>	.50
Proj. Management, SED Contract Prep	
Project Assistant III	
Mendoza Pacheco, Gabriela <span style="float:right">9/9/2024</span>	.25
MJW Project Management Assistance.	
Totals	1.75
<b>Total Labor</b>	
<b>Total this Phase</b>	

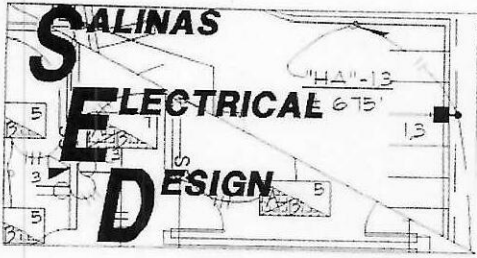
Phase	00102	QA/QC
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**Labor**

	Hours
Director of Civil Engineering	
Hawthorne, Rachel <span style="float:right">9/6/2024</span>	.50
Peer Review of Civil Plans	
Hawthorne, Rachel <span style="float:right">9/10/2024</span>	.25
Peer Review of Civil Plans	
Senior Civil Engineer II	
Platz, Jamie <span style="float:right">9/6/2024</span>	.75
Discuss Project w/ Staff, Prep for Review	
Platz, Jamie <span style="float:right">9/9/2024</span>	6.50
QAQC review	
Platz, Jamie <span style="float:right">9/10/2024</span>	2.25
QAQC review finalize & discuss w/ MJW	
Platz, Jamie <span style="float:right">9/11/2024</span>	3.75
Erosion Control mark-ups, Review Geotech Report, Review SWPPP	
Platz, Jamie <span style="float:right">9/27/2024</span>	2.00
Review County Comments & provide updated QAQC of plans	
Director of Landscape Architecture	
Wilkins, Matthew <span style="float:right">9/10/2024</span>	1.00
QAQC Review and Coordination with Jamie	
Totals	17.00
<b>Total Labor</b>	
<b>Total this Phase</b>	
<b>Total this Project</b>	

**Total this Report**





September 10, 2024

Matt Wilkins  
Wallace Group  
612 Clarion Court  
San Luis Obispo, CA 93401

Re: Invoice for Electrical Design services @  
Wallace Group Job #1764-0005-01  
Phelan Pinion Hills Community Services District,  
Phelan Community Park ARPA Improvements  
9535 Sheep Creek Rd.  
Phelan, CA 92329

Please bill \$2,500 to phase 00601 task SED

<b>Design Fee Amount Total:</b>	<b>\$ 7,500.00</b>
<b>Partial Payment, Retainer Fee this Invoice:</b>	<b>\$ 2,500.00</b>
<b>Remaining Balance from this Invoice:</b>	<b>\$ 5,000.00</b>

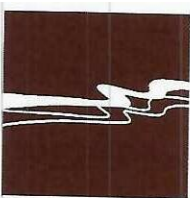
Best Regards

Tony Salinas

cc: file

Invoice Ref #24-- Phelan Parks Dept., Grant Improvements\_wg01

17255 Yucca Road Apple Valley, California 92307 (760) 985-2735



WALLACE GROUP

Wallace Group  
A California Corporation  
612 Clarion Court  
San Luis Obispo, CA 93401  
Phone: 805-544-4011 Fax: 805-544-4294

October 21, 2024

Project No: 1764-0005-01

Invoice No: 63475

**Invoice Total \$3,817.50**

Phelan Piñon Hills Community Services District  
4176 Warbler Rd  
Phelan, CA 92371

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

**Professional services rendered through September 30, 2024**

Phase 00101 Management & Meetings

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Management & Meetings	3,970.00	83.2494	2,963.75	341.25
Total Fee	3,970.00		2,963.75	341.25
<b>Total Fee</b>				<b>341.25</b>
<b>Total this Phase</b>				<b>\$341.25</b>

Phase 00102 QA/QC

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
QA/QC	4,040.00	86.0458	0.00	3,476.25
Total Fee	4,040.00		0.00	3,476.25
<b>Total Fee</b>				<b>3,476.25</b>
<b>Total this Phase</b>				<b>\$3,476.25</b>

Phase 00200 Site Survey

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Site Survey	12,095.00	0.00	0.00	0.00
Total Fee	12,095.00		0.00	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase 00201 Site Analysis

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Site Analysis				
Total Fee				
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>



Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
LA Site Analysis	1,185.00	73.2068	867.50	0.00
TRL Site Analysis	1,886.00	0.00	0.00	0.00
Total Fee	3,071.00		867.50	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase Fee 00301 Schematic Plan

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Schematic Plan	7,497.00	99.3831	7,450.75	0.00
Total Fee	7,497.00		7,450.75	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase Fee 00401 60% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
60% PS&E	21,465.00	100.00	21,465.00	0.00
Total Fee	21,465.00		21,465.00	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase Fee 00501 90% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
90% PS&E	32,809.25	21.2173	6,961.25	0.00
Total Fee	32,809.25		6,961.25	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase Fee 00601 100% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
100% PS&E	19,509.00	10.9244	2,131.25	0.00
Total Fee	19,509.00		2,131.25	0.00
<b>Total Fee</b>				<b>0.00</b>



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
 P.O. Box 294049  
 Phelan, CA 92329-4049  
 (760) 868-1212

# PURCHASE ORDER

**PO Number:** PO-05789

**Date:** 11/30/2023

**Request #:** PO-05789

**Vendor #:** WALL GROUP

**ISSUED TO:** Wallace Group, a California Corporation  
 612 Clarion Court  
 San Luis Obispo, CA 93401-

**SHIP TO:** Service  
 Service  
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	12,361.70
2		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	91,625.30

Contract Payment  
 Board Approval June 14, 2023

**Requested By:** K. Sevy **Date:** 1/1/2024

<b>SUBTOTAL:</b>	103,987.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	22 0.00
<b>TOTAL</b>	103,987.00

**PPHCSD (760) 868-1212 Fax (760) 868-2323**

# Payment Approval Form - Contract/Consultant

Date: 10/31/2024

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order # PO-05612

Date of Board Approval August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount \$ 62,000.00

% Completed to Date 62%

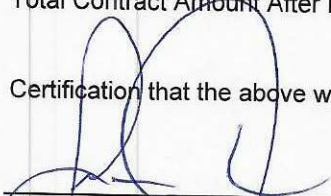
Total Invoiced to Date \$38,622.50


Amount Paid to Date \$36,976.25

**Total Due this Invoice \$1,646.25**

Total Contract Amount After Invoice: \$ 23,377.50

Certification that the above work is completed as reflected on the invoice.

  
Engineering Manager 10/31/24  
Date

  
General Manager 10/31/24  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

October 21, 2024
Project No: 1764-0003-00
Invoice No: 63474
Invoice Total \$1,646.25

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Professional services rendered through September 30, 2024

Phase 00100 Specification Review

Labor

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Project Analyst II (1.00, 130.00, 130.00), Totals (1.00, 130.00), Total Labor (130.00), and Total this Phase (\$130.00).

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

Labor

Table with 4 columns: Description, Hours, Rate, Amount. Rows include Principal Engineer (6.00, 245.00, 1,470.00), Director of Landscape Architecture (.25, 185.00, 46.25), Totals (6.25, 1,516.25), Total Labor (1,516.25), and Total this Phase (\$1,516.25).

Table with 4 columns: Description, Current, Prior, To-Date. Rows include Labor (1,646.25, 28,158.75, 29,805.00), Limit (62,000.00), Remaining (32,195.00), and Total this Invoice (\$1,646.25).

DESCRIPTION Civic Center Project October 23, 2024
GL ACCT# C0002 AMT \$1,646.25

NOTES Wallace Group Bid Support

Contract Amount: \$62,000 Invoice: 63474

PO # 05612 GEN MANAGER
DEPT MANAGER ADMIN MANAGER

# Billing Backup

Monday, October 21, 2024

Wallace Group Invoice 63474 Dated 10/21/2024 4:40:52 PM

Project	1764-0003-00	Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support
---------	--------------	---

Phase	00100	Specification Review
-------	-------	----------------------

**Labor**

			Hours	Rate	Amount
Project Analyst II					
Valez, Matthew	9/11/2024		1.00	130.00	130.00
	Project assistance per SGT.				
	Totals		1.00		130.00
	<b>Total Labor</b>				<b>130.00</b>
<b>Total this Phase</b>					<b>\$130.00</b>

Phase	00300	Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc
-------	-------	--

**Labor**

			Hours	Rate	Amount
Principal Engineer					
Tanaka, Steven	9/4/2024		.75	245.00	183.75
	Coordination Meeting w/Steen				
Tanaka, Steven	9/4/2024		1.50	245.00	367.50
	Review Front Ends w/George Cardenas				
Tanaka, Steven	9/6/2024		2.00	245.00	490.00
	Update Front Ends				
Tanaka, Steven	9/9/2024		.50	245.00	122.50
	Front End Updates				
Tanaka, Steven	9/12/2024		.50	245.00	122.50
	Update Front End Documents				
Tanaka, Steven	9/17/2024		.25	245.00	61.25
	Front End Documents				
Tanaka, Steven	9/23/2024		.50	245.00	122.50
	Front End Updates				
Director of Landscape Architecture					
Wilkins, Matthew	9/18/2024		.25	185.00	46.25
	Review Bid Documents				
	Totals		6.25		1,516.25
	<b>Total Labor</b>				<b>1,516.25</b>
<b>Total this Phase</b>					<b>\$1,516.25</b>
<b>Total this Project</b>					<b>\$1,646.25</b>
<b>Total this Report</b>					<b>\$1,646.25</b>





**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
 P.O. Box 294049  
 Phelan, CA 92329-4049  
 (760) 868-1212

# PURCHASE ORDER

**PO Number:** PO-05612

**Date:** 08/25/2023

**Request #:** PO-05612

**Vendor #:** WALL GROUP

**ISSUED TO:** Wallace Group, a California Corporation  
 612 Clarion Court  
 San Luis Obispo, CA 93401-

**SHIP TO:** Phelan Pinon Hills Community Services Distric  
 4176 Warbler Road  
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00

Civic Center - RFP process  
 Specifications coordination for Architectural Plans, Civic Plans, Landscape Plans, Front End Review  
 Specification Package Coordination, Preparation and Management

Not to Exceed \$24,500

**Requested By:** George Cardenas

**Date:** 8/25/2023

<b>SUBTOTAL:</b>	62,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	26 0.00
<b>TOTAL</b>	62,000.00

**PPHCSD (760) 868-1212 Fax (760) 868-2323**

# Payment Approval Form - Contract/Consultant

Date: 10/31/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 46%

Total Invoiced to Date \$47,644.48

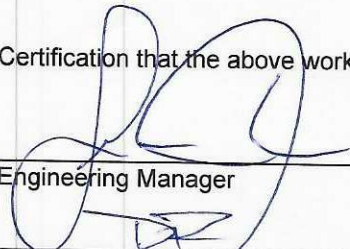
Amount Paid to Date 41,839.48

Pending Amount to be Paid 3,817.50

**Total Due this Invoice** **\$1,987.50**

Total Contract Amount After Invoice: \$ 56,342.52

Certification that the above work is completed as reflected on the invoice.

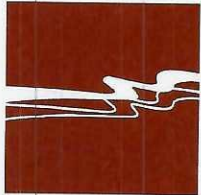


Engineering Manager \_\_\_\_\_ Date 10/31/24

General Manager \_\_\_\_\_ Date 10/31/24

Approved by Board of Directors: \_\_\_\_\_

\_\_\_\_\_ Date



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

PO - 05789
ok to pay

October 21, 2024
Project No: 1764-0002-00
Invoice No: 63473
Invoice Total \$1,987.50

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Professional services rendered through September 30, 2024

Phase 00100 Project Management & Administration
Fee

Table with 5 columns: Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing. Rows include Project Management & Admin, Total Fee, and Total this Phase.

Phase 00200 Final Schmtc Plns 35% & Cmpltn of CUP Plns
Fee

Table with 5 columns: Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing. Rows include Final Schmtc Plns 35% Cmpltn of CUP Pln, Total Fee, and Total this Phase.

Phase 00300 50% Design Development
Fee

Table with 5 columns: Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing. Rows include 50% Design Development, Total Fee, and Total this Phase.

Phase 00400 65% Design Development
Fee



# Billing Backup

Monday, October 21, 2024

Wallace Group Invoice 63473 Dated 10/21/2024 4:40:49 PM

Project	1764-0002-00	Phelan Piñon Hills Community Services District, Community Park Design Development & Management
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Phase	00100	Project Management & Administration
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**Labor**

	Hours
Director of Landscape Architecture	
Wilkins, Matthew Discuss Project with IB	9/3/2024 1.00
Wilkins, Matthew Team/Proj. Management	9/9/2024 .75
Wilkins, Matthew Team/Proj. Management	9/11/2024 1.00
Wilkins, Matthew Proj. Management	9/12/2024 .50
Wilkins, Matthew Proj. Management	9/17/2024 .75
Wilkins, Matthew Proj. Management	9/18/2024 .75
Wilkins, Matthew Proj. Management	9/23/2024 1.00
Wilkins, Matthew Proj. Management	9/24/2024 1.00
Wilkins, Matthew Proj. Management	9/25/2024 .75
Totals	7.50
<b>Total Labor</b>	
<b>Total this Phase</b>	

Phase	00200	Fnl Schmtc Plns 35% & Cmpltn of CUP Plns
-------	-------	--

**Labor**

	Hours
Landscape Designer I	
Bruno, Ioanna Community Park-14 Acre Site Details	9/4/2024 .50
Bruno, Ioanna Details Set-Up	9/5/2024 .25
Connell, Marilyn Team Coordination	9/10/2024 .50
Connell, Marilyn Team Coordination	9/16/2024 .25
Connell, Marilyn Team Meeting, Site Updates	9/25/2024 3.00
Totals	4.50
<b>Total Labor</b>	
<b>Total this Phase</b>	

Phase	00400	65% Design Development
-------	-------	------------------------

Payment Approval Form - Contract/Consultant

Date: 10/31/2024

Name of Vendor: H.A Baqai, P.E.

Description of work: Homefield Mitigation - Water Quality Study

Purchase Order # PO-05286

Date of Board Approval August 1, 2021

Original Approved Amount: \$ 115,000.00

Total Contract Amount \$ 115,000.00

% Completed to Date 69%

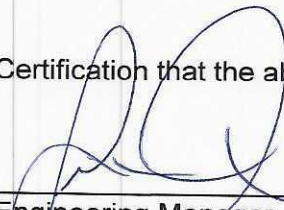
Total Invoiced to Date \$79,080.60


Amount Paid to Date 77,080.60

**Total Due this Invoice \$2,000.00**

Total Contract Amount After Invoice: \$ 35,919.40

Certification that the above work is completed as reflected on the invoice.

  
Engineering Manager 10/31/24  
Date

  
General Manager 10/31/24  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date

# INVOICE

H. A. Baqai, P.E.  
P.O. Box 548  
Victorville, CA 92393

Date October 22, 2024

Description of Professional Services Performed – Regional Water Board meeting	Hours	Amount
---	-------	--------

<p>6-24-24 follow up to our meeting with the WB staff on 6-18-24</p> <ol style="list-style-type: none"><li>1. Prepare additional constituents of concern ( COCs ) for consideration by the RB staff to require Ducommun to add more constituents for monitoring wells analyses</li><li>2. Work with Sean Wright to put together the list and rationale</li><li>3. Prepare response to questions by Andy Robinson of the RB staff</li><li>4. Research and prepare for Uranium constituent analysis as requested by Andy</li><li>5. Follow up with Andy Robinson on progress of their coordination with the DTSC staff ( 10 -hrs total but billed 8-hrs only)</li></ol> <p>8-hrs @ \$250- per hour</p>	<p>-</p> <p>8- hrs</p> <p>\$2,000-</p>	<p>31</p>
--	--	-----------

Total

:

\$2,000-

Hisam Baqai, P.E

P.O.BOX 548

Victorville, CA 92393



# PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

P.O. Box 294049  
Phelan, CA 92329-4049  
(760) 868-1212

**PO Number:** PO-05286

**Date:** 07/01/2022

**Request #:** PO-05286

**Vendor #:** BAQAI

**ISSUED TO:** H. A. Baqai, P.E.  
P.O Box 548  
Victorville, CA 92393-

**SHIP TO:** Service  
Service  
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Homefield Mitigation - Water Qua	C0099		01-0-1-53150	Outside Service	115,000.00

**Requested By:** D. Bartz **Date:** 7/1/2022

<b>SUBTOTAL:</b>	115,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	33 0.00
<b>TOTAL</b>	115,000.00

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments



Phelan Piñon Hills CSD

# METER REPLACEMENT PROGRAM RESULTS

*November 13, 2024*





The background of the slide is an abstract, textured surface with a variety of colors including red, yellow, green, blue, and purple. A dark, semi-transparent overlay covers the entire background, making the text stand out.

# OVERVIEW OF THE METER REPLACEMENT PROGRAM

*Program Metrics*

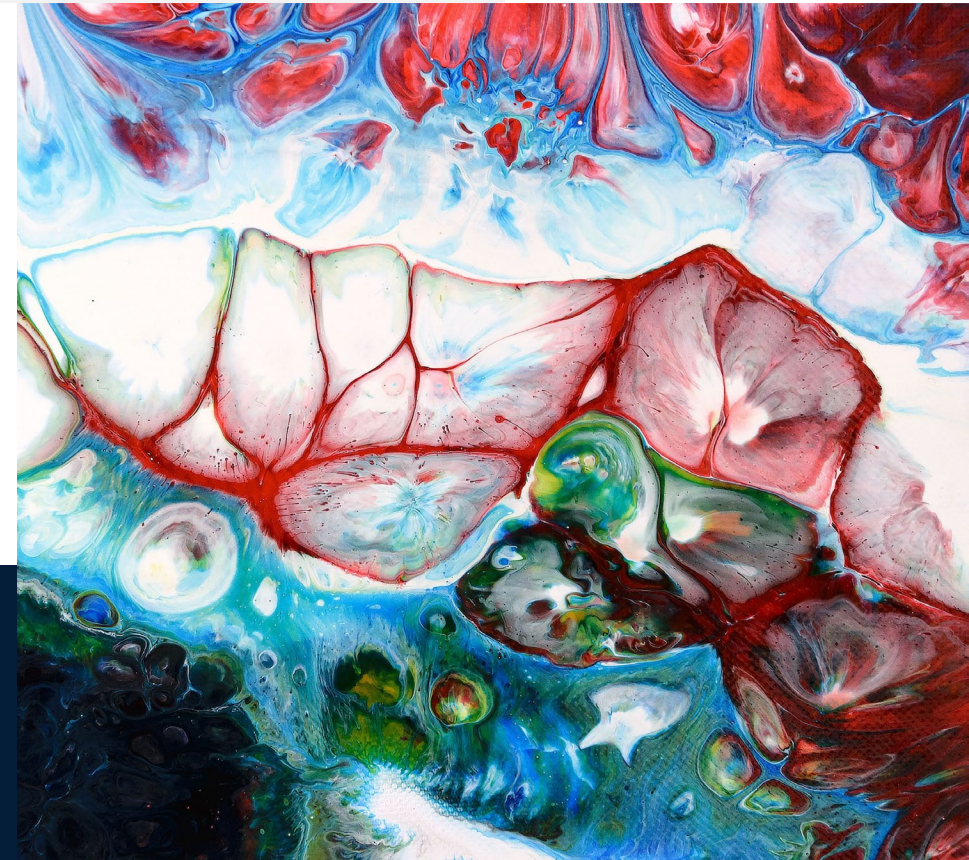


# INITIAL METER TESTING PROGRAM

## How were problems identified?

- Staff tested over 2% of the meter population which was considered a representative sample of the population
- Reviewed replacement rate due to leaks and over lifespan

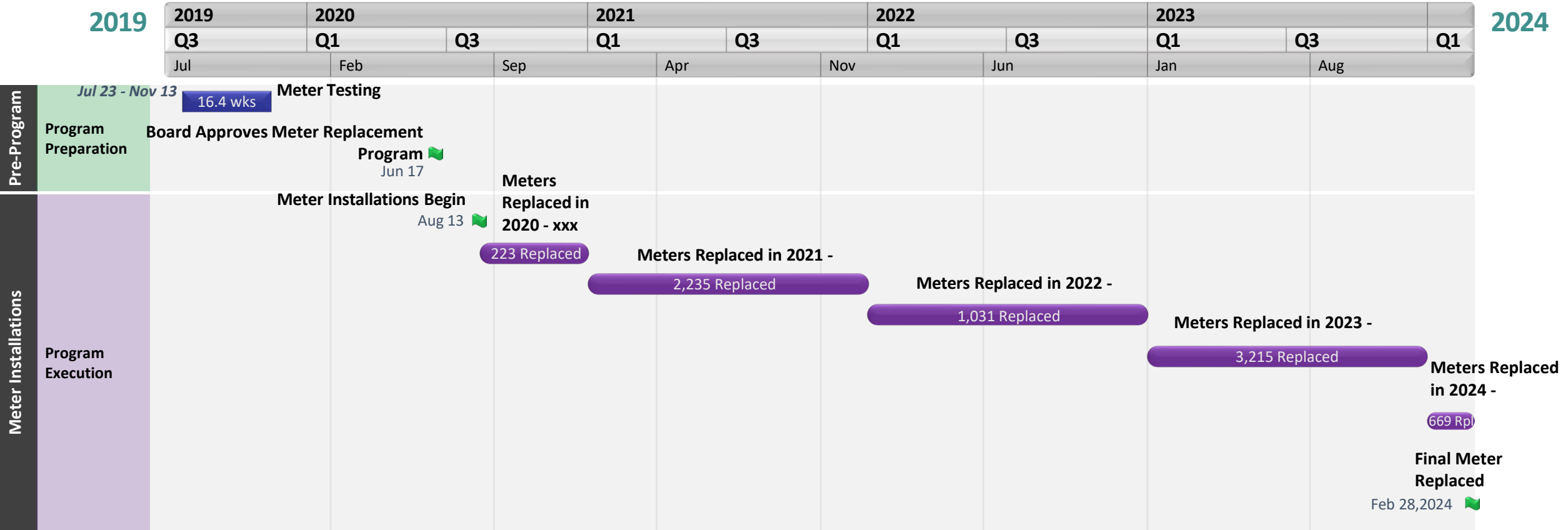
*Staff determined that it was in the best interest of the District, its customers, and in the interest of conserving water, that the District replace its meter population.*



# METER REPLACEMENT PROGRAM TIMELINE

2019

2024



# OUTCOMES

## Benefits to District

- Monthly meter reading no longer needed
- Daily high consumption report generated daily and emailed to staff
- On demand, remote reads available
- Nearly instant customer-side leak notifications
- Reduction of approximately 100 monthly hours in meter maintenance, data verification, reading, and replacements

## Benefits to Customers

- On demand, remote reads available
- Customer portal to allow customers 24/7 access to their water usage
- Nearly instant customer-side leak notifications via text or email







# WATER LOSS CHANGES OVER TIME

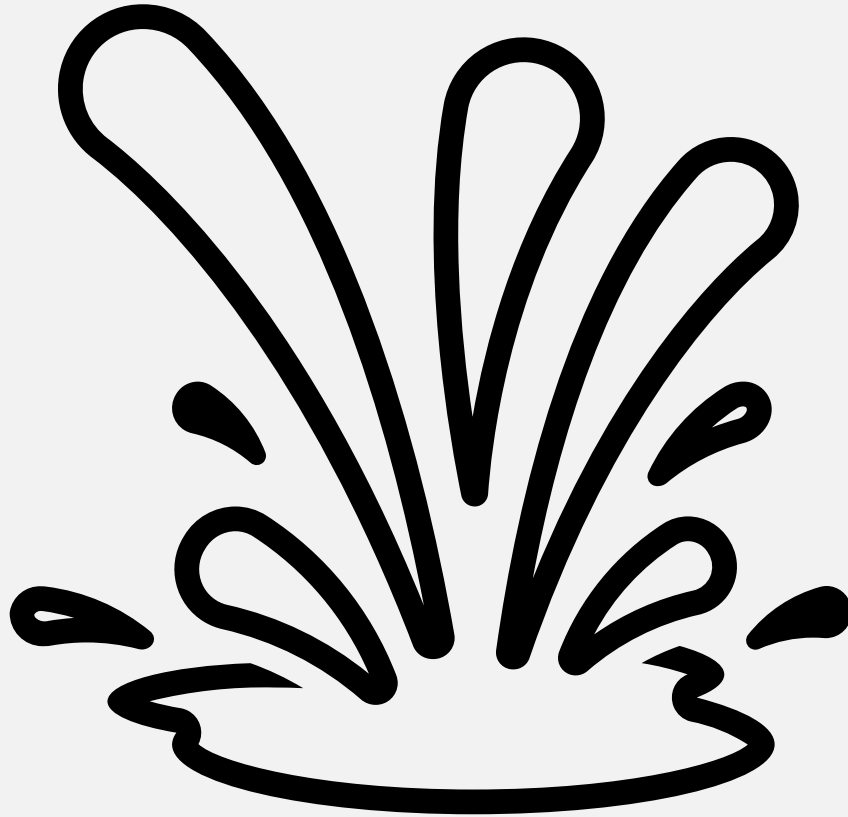
*How Have Meter  
Change-Outs Have  
Impacted Overall Water  
Loss?*



# WATER LOSS PERCENTAGE OVER TIME

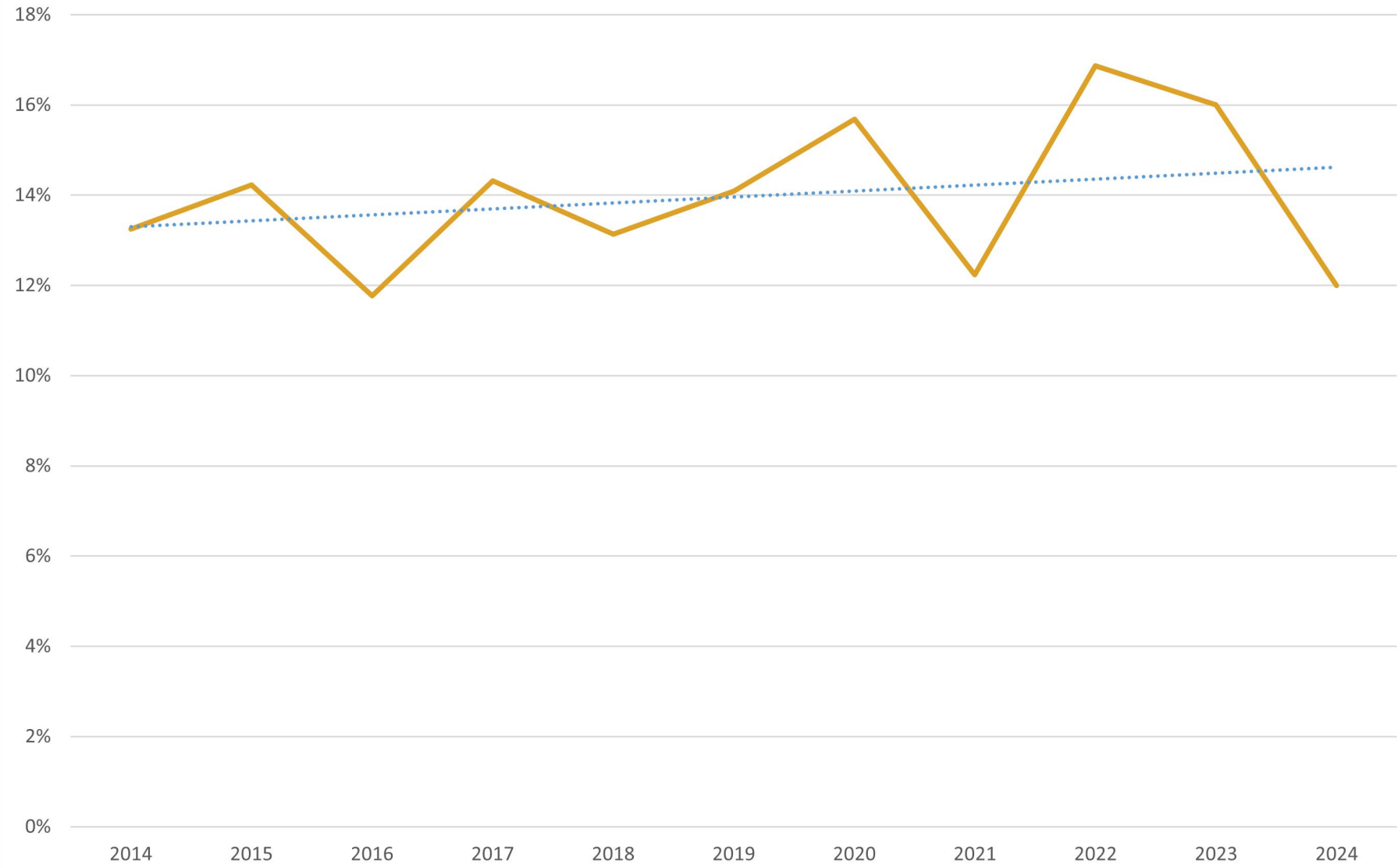
The District monitors water loss over time. Unaccounted-for water is determined by subtracting consumption from production.

This unaccounted-for water typically results from a combination of factors, including leaks at customer meters and within the distribution system, metering inaccuracies, tank overflows, and theft.





### Annual Water Loss by Percentage



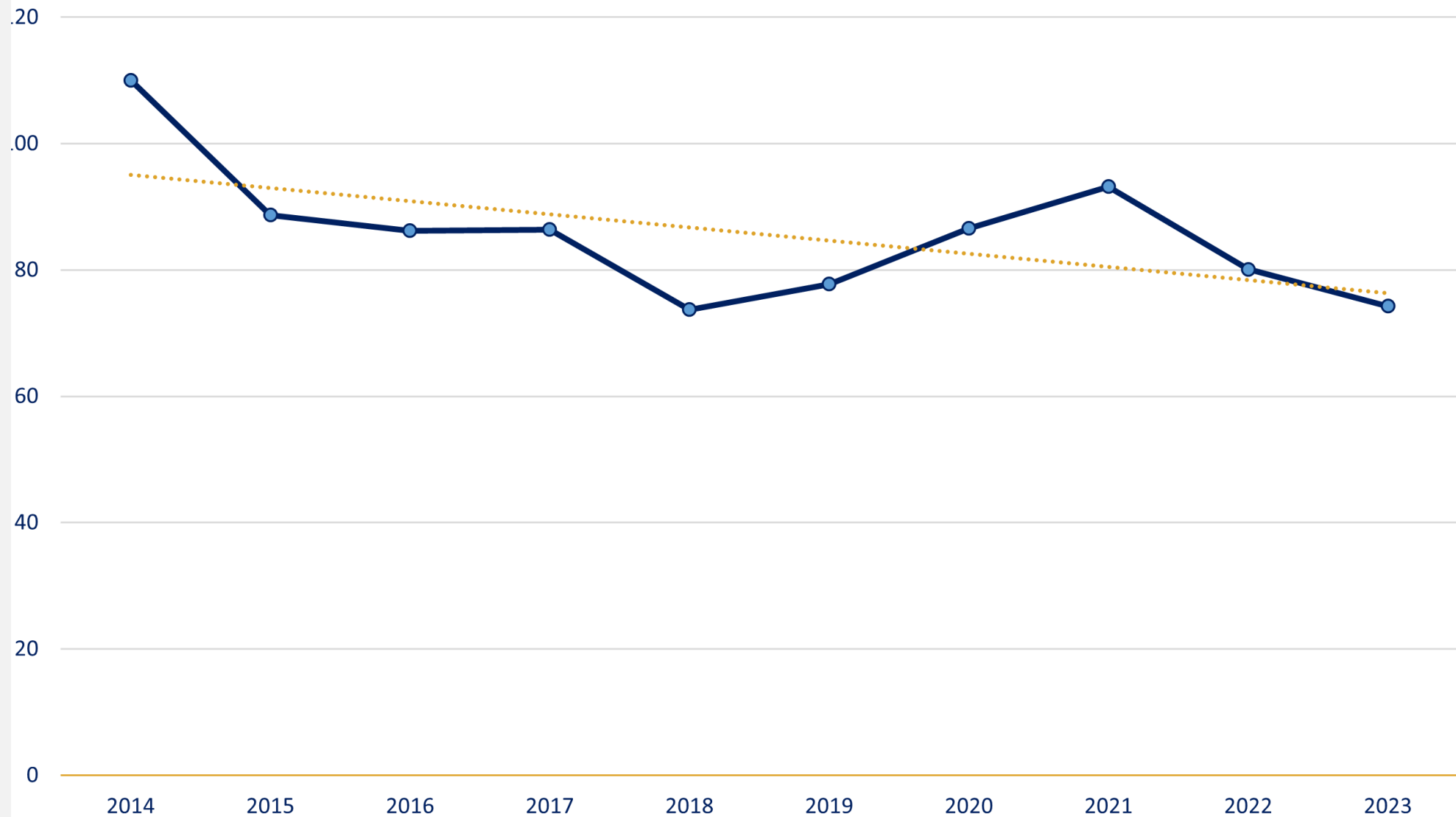
# RESIDENTIAL WATER USE OVER TIME

Along with decreased water loss, the District has also observed a reduction in residential water usage.

This decline can be attributed to several factors, including improved water conservation measures, higher rates, increased customer awareness of water consumption, and advancements in appliance efficiency.



## Average Residential Gallons Per Capita Per Day Year



# Agenda Item 6a

Presentation, Discussion, & Possible  
Acceptance of the Annual Comprehensive  
Financial Report for the Fiscal Year Ended  
June 30, 2024



A. 4176 Warbler Road  
P.O. Box 294049  
Phelan, CA 92329  
P. (760) 868-1212  
F. (760) 868-2323  
W. [www.pphcsd.org](http://www.pphcsd.org)

## MEMORANDUM

**DATE:** November 13, 2024

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Lori Lowrance, Assistant General Manager/CFO

**SUBJECT:** Presentation, Discussion, and Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024

---

### STAFF RECOMMENDATION

Staff recommends for the Board accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2024, as presented by C.J. Brown & Company CPAs.

### BACKGROUND

Periodic audits can help elected officials and agency managers make sure public resources are properly used. Audits of agency functions are a way local agencies can underscore their commitment to ethics and help to ensure that any misuse of public resources is detected and investigated.

Per District policy, the Board will retain and periodically review the work of an auditor as an independent contractor of the District (other than the Assistant General Manager/CFO), who will report to the Board on an annual basis the results of an audit of the District's books, records, and financial affairs.

Utilizing guidelines set forth by the Governmental Accounting Standards Board, District staff prepared this financial report, which includes the Independent Audit Report prepared by C.J. Brown & Company CPAs (formerly Fedak & Brown, LLP.), who determined the data presented to be accurate in all material respects. The unmodified Independent Auditor's Report appears in the Financial Section of the attached CAFR.

The 2023/2024 draft ACFR was presented to staff and the Finance Committee where it was reviewed. The final draft ACFR was presented to the full Board earlier this evening and is now being presented to the Board for discussion and possible acceptance.

### FISCAL IMPACT

None

### ATTACHMENT(S)

ACFR & Management Letter



**Phelan Piñon Hills Community Services District**  
**Phelan, California**

**Annual Comprehensive Financial Report**

**For the Fiscal Year Ended**

**June 30, 2024**



**4176 Warbler Road | Phelan, CA**





**Phelan Piñon Hills Community Services District  
Phelan, California**

**Annual Comprehensive Financial Report**

**For the Fiscal Year Ended**

**June 30, 2024**

*Working Draft Subject to Review*

Prepared by:

*Lori Lowrance, Assistant General Manager / CFO*

**Phelan Piñon Hills Community Services District  
Annual Comprehensive Financial Report  
For the Fiscal Year Ended June 30, 2024**

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**Phelan Piñon Hills Community Services District  
Annual Comprehensive Financial Report  
For the Fiscal Year Ended June 30, 2024**

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## **Introductory Section**

*Working Draft Subject to Review*

*Working Draft Subject to Review*



November 13, 2024

The Citizen's and Board of Directors of the  
Phelan Piñon Hills Community Services District  
Phelan, California

It is our pleasure to submit the Annual Comprehensive Financial Report (ACFR) for the Phelan Piñon Hills Community Services District (District) for the fiscal year ended June 30, 2024. District staff, following guidelines set forth by the Governmental Accounting Standards Board (GASB), prepared this financial report. The District is ultimately responsible for both the accuracy of the data and the completeness and the fairness of presentation, including all disclosures in this financial report. We believe that the data presented is accurate in all material respects. This report is designed in a manner that we believe necessary to enhance your understanding of the District's financial position and activities.

State Law and District by-laws require the District to obtain an annual audit of its financial statements by an independent certified public accountant. The accounting firm of C.J. Brown & Company, CPAs has conducted the audit of the District's financial statements. Their unmodified Independent Auditor's Report appears in the Financial Section.

Generally Accepted Accounting Principles (GAAP) requires that management provide a narrative introduction, overview, and analysis to accompany the financial statements in the form of a Management's Discussion and Analysis (MD&A) section. This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District's MD&A can be found immediately following the Independent Auditor's Report.

## **District Profile**

### ***History***

In February 2008, the citizens of Phelan and Piñon Hills overwhelmingly voted to separate the Water, Parks and Recreation, and Street Lighting Districts from the County and create a Community Services District. The Phelan Piñon Hills Community Services District was established through an election on February 5, 2008. With an 81% approval rating, the voters approved the formation of the District as a consolidation of three Special Districts: Zone-L70 Water, CSA-9 Phelan Parks and Street Lighting and CSA 56-F1 Piñon Hills Parks. This consolidation enabled the communities to establish a form of self-governance while maintaining their individual rural integrity. The 128 square mile District is the largest Community Service District in San Bernardino County. In March 2008, the Phelan Piñon Hills Community Services District was formed (LAFCO Resolution 2994), with a five-member Board of Directors elected to govern the District.



## **District Profile, continued**

### ***History, continued***

Between March 2008 and June 30, 2008, during the early stages of the transition, the District continued to be operated and maintained by County of San Bernardino Special Districts. From July 1, 2008, through October 2008, the Directors outsourced the operations and maintenance of the District and began the recruitment process. In August, a General Manager was hired and in October through November 2008, the majority of the remaining staff was employed.

On November 16, 2011, LAFCO held a hearing on proposal 3167 and adopted resolution 3153 approving the activation of solid waste and recycling function and services for the District. On January 24, 2012, the Certificate of Completion was processed, formalizing the change in organization.

### ***Governance***

The District is governed by an elected, five-member Board of Directors. Board members are elected to a four-year term. For the currently seated Board, three Directors were elected in November of 2020 and two Directors were elected in November of 2022. The elected Directors set the policies of the District and provide guidance and leadership to the management and staff of the District.

The Board of Directors' regularly scheduled meetings are on the second and fourth Wednesdays of each month at 5pm in the Phelan Community Center. Additionally, the Directors are assigned to at least two standing committees, and some serve on ad hoc committees as needed. The committees have regularly scheduled monthly meetings for Engineering and Solid Waste and Recycling, and quarterly meetings for Parks, Recreation and Street Lighting, Legislative, and Finance. These meetings are open to the public who are encouraged to attend.

Resolution 2024-06, Section 1.1 states: The Board shall govern the District. The Board shall establish policies, direction, procedures, and oversight for the operation of the District. The Board shall provide for the implementation of those policies, which is the responsibility of the District's General Manager.

The elected board members delegate management responsibility of the day-to-day operations of the District to an appointed General Manager who, in turn, employs all personnel at the District, including department managers and supervisors. The District currently employs twenty-seven fulltime personnel. The District's General Manager, General Counsel, and external Auditor report directly to the Board of Directors.

### ***District Services***

As outlined by San Bernardino County LAFCO 3167 Staff Report, the District provides the following within its service area:

Water: Supply water for any beneficial use as outlined in the Municipal Water District law of 1911 (commencing with Section 71000) of the Water Code.

Park and Recreation: Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law (commencing with Section 5780) of the Public Resources Code.

Street lighting: Acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public right-of-way, and public easements.

## **District Profile, continued**

### ***District Services, continued***

Solid Waste and Recycling: Collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

### ***Water***

The primary component of the District is water service. Being efficient in every aspect is essential and will help in improving fiscal responsibility as well as system integrity. Developing relationships with neighboring water companies, agencies, and resources will enable everyone to be more responsible and efficient; therefore, the District is looking at joint ventures whenever it is viable.

The District operates and maintains a considerable infrastructure in order to provide safe, good tasting water to the residents and businesses within a 128 square mile service area. The water service area is almost entirely residential, with approximately 99 percent of the water service connections serving single-family residences. The water infrastructure consists of 16 wells (approximately 1,000 feet deep) in six well fields, and 35 reservoirs with a combined capacity of approximately 12,000,000 gallons, 4 dewatering tanks, 25 booster stations, 69 booster pumps, and 33 pressure reducing stations in 17 pressure zones, with approximately 348 miles of pipeline ranging from 4-inches to 16-inches in diameter.

The District obtains its water supply from the local groundwater aquifer, which is managed by two water authorities: Mojave Water Agency (MWA) and Antelope Valley Watermaster (AVW). If the District produces more than its allowance of groundwater in the MWA basins, the District may purchase replacement water from MWA, who replenishes the groundwater primarily with imported water from the State Water Project. If the District pumps any water out of the AVW basin, the District must pay the per unit fee, which changes annually.

The District encourages water conservation and offers incentive programs in partnership with the Alliance for Water Awareness and Conservation (AWAC), through the Mojave Water Agency, plus resource material to promote desert landscape. The District is focused on providing service now and for future generations.

### ***Parks and Recreation***

The District operates and maintains community centers with senior centers and two parks. The District continues to expand and improve these facilities to promote use. The District partners with the seniors at the two facilities and throughout the District to create programs that are beneficial to the community at large. The District also partners with local sports organizations and service clubs to create sports programs and activities in the community.

Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. As part of the District, there are two community centers. These centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities and continues to explore various recreation ideas for the community.

Adjacent to the centers, the parks have picnic tables, playgrounds, basketball courts and other activities. They are available from morning until dusk. The District is looking to develop a large park facility that will have athletic fields, as well as standard park integrity. The District owns vacant parcels throughout the District for future park and recreation facilities.

## **District Profile, continued**

### ***Street lighting***

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, but the District does respect the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

### ***Solid Waste***

The District administers solid waste and recycling programs and is responsible for compliance with state and federal mandates. The District coordinates solid waste and recycling programs and provides a variety of events within the community. The District works closely with the contractual hauler, CR&R, to help accomplish these tasks.

### **Local Economy**

The District is located in Phelan and Piñon Hills, California, two unincorporated communities within San Bernardino County. During the first several years, San Bernardino County had witnessed a decrease in economic activity and a downturn in property values. Recent activity within the region, however, suggests a strengthening in home sale median prices and increased commercial activity. The past several years, increased home sales and new building throughout the Inland Empire has provided an upward trend in housing costs.

### **Financial Planning**

Since formation in 2008, the District has continued to look for cost saving measures and efficiencies. The District was able to decrease expenses considerably over the County’s costs of providing services. Despite the Board’s efforts to maintain rates and fees, revenues decreased and the cost of operating the District continued to rise. Due to the economic downturn and housing vacancies within the District, water revenue decreased by over 15% between 2009 and 2012. The economy also caused a reduction in property tax values resulting in a loss of almost 40% of property tax revenue between 2008 and 2012. The cost of pumping water out of the ground, the District’s only water source, increased by 18% in 2013, 14% in 2014, 5% in 2015, by another 5% in 2016, and continues to increase annually, including a 9% increase in 2020 and 15% in 2021, due to the Southern California Edison rate changes. These increases, along with significant impacts of the conservation and water quality mandates, negated the rate increases that were adopted in 2013 and implemented each year thereafter, thus requiring a water rate study in 2015, 2020, and again in 2021 due to agricultural impacts. Hyperinflation, rising capital and operational expenses caused the District to undergo the most recent water rate study, approved in October 2023. The 2023 water rate schedule implements an annual 16% increase in water rates for the next five years. This aims to create a financial blueprint, ensuring that revenues align with the ongoing operational and capital demands, uphold debt covenants, and meet designated reserve targets of the District.

The District continues to look for alternative ways to increase revenue and decrease expenses to minimize rate changes to customers. In 2012 and 2015, the District purchased water rights, which resulted in a savings of reduced water rights fees. Even after repaying the \$7.5 million dollar loan, this purchase is estimated to save the District \$18.4 million dollars over the next thirty years. In 2016, the District installed a solar project that results in credits against the District’s most costly (currently over \$2,000,000 per year) expense: electricity. After loan repayment, the estimated savings due to the solar were projected to be \$8.3 million dollars over thirty years. The combined results of these two measures are savings estimated to exceed \$26.7 million dollars over the next thirty years.

## **Financial Planning, continued**

### *Current Financial Plans*

In 2012, the District conducted the first water rate and fee study. The study was completed over a six-month period with several public workshops held throughout the process to garner public involvement and input. On February 20, 2013, after exceeding notification and meeting requirements of Proposition 218 (now Articles XII C & D of the California Constitution), the Board held a public hearing on the proposed multi-year rate change and adopted the rate schedule.

In 2015, after state mandated orders were issued to address the drought conditions in the state and state water quality mandates necessitated the plan for a \$17 million dollar blending project, the District completed a second water rate study. The District again exceeded the requirements of Proposition 218 by notification of customers, holding workshops, and conducting public outreach meetings. In January 2016, rate changes were approved that include increased charges to recover the lost revenues and additional costs to the District resulting from the state mandated conservation programs as well as a surcharge to cover the costs to blend water in order to meet the state mandated water quality changes. In 2020 the scheduled rate study was completed. However, another was required in 2021 due to unforeseen agricultural demand on the system. In 2023 due to the impacts of hyperinflation, the District completed the most recent rate study. The Board of Directors reviews the approved rate changes each year to verify the necessity of the rate change, and to determine if the change can be reduced as a result of District efforts to lower expenses and obtain additional revenues to help mitigate the costs of operations.

The Chromium-6 mitigation project was implemented in response to requirements by the State of California, which lowered the acceptable levels of Chromium-6 that can be detected in drinking water from 50 parts per billion (ppb) to 10 ppb. While the levels found in the District's water supply (at certain sources) remain significantly below the federal standards (100 ppb) and the former state standards (50 ppb), it slightly exceeded the state standards established on July 1, 2014 of 10 ppb. After significant review and consideration, it was determined that blending the District's water with water from a new source would meet the mandated water quality standards. The cost of the facilities that would enable blending was projected to be \$17 million dollars. The District was seeking grants and low interest loans to help reduce the impact to the customers. The District was in the process of implementing its compliance project when the State Water Resources Control Board reversed its ruling, changing the MCL back to 50 ppb. In April of 2024, the State adopted a new MCL of 10 PPB MCL. The District has spent approximately \$7.1 million dollars toward the compliance project and has approved an additional \$5.3 million dollars in projects to meet the state's mandates. The total of approximately \$12.4 million dollars of the revised projects is \$4.6 million dollars less than the original estimated \$17 million dollars. The District will continue to collect the surcharge from customers to recover the funds expended.

In 2015/2016, the District completed installation of a 1.16-megawatt solar project, which is projected to save the District more than \$8.3 million dollars over a thirty-year period. The District receives credits for electricity produced from the solar project that to help offset the considerable electric costs.

### *Long-Term Financial Plans*

The District has developed 10-year plans for infrastructure repair, replacement, and additions. The additional facilities for the Water Fund are projected based on the District's Water Master Plan as growth occurs. A Parks Master Plan was completed in 2019 outlining long range plans and priorities. The plan is scheduled to be updated this upcoming year. Parks and Recreation and Solid Waste and Recycling plans are developed by staff and the Committees. The repairs and replacements for all funds are based on estimated useful life of District facilities. These plans are updated and reviewed by the Board of Directors each year.

## **Financial Planning, continued**

### *District Strategic Plan*

The District updated and adopted the Strategic Plan in 2021/2022, with the latest amendment coming in March 2024. The plan was developed by BHI Management Consulting. BHI had numerous meetings with the Board of Directors, management, staff, and the public, to bring forth a comprehensive plan that provides focus for development of the District. The plan's current Vision to Action Table is on the following pages. The full plan is available on the District's website and is cited throughout this document in reference to goals and plans for the coming year.

### **Relevant Financial Policies and Controls**

Phelan Piñon Hills Community Services District financial policies include many of the District's financial management practices that are used by District staff as guidelines for operational and strategic decision making related to current and future financial matters. The purpose of establishing these policies is to set parameters in which the District can operate to best serve its constituents. Some policies are flexible when they are utilized by District staff as management tools to monitor the District's finances, while others are restrictive to emphasize accountability.

These policies are drafted as living documents to maintain their effectiveness in order to accommodate changes. District staff and Board Members review these policies periodically to accommodate minor changes to the existing policy or major changes in financial priorities as approved by the Board of Directors at its sole discretion.

The District's primary financial policies encompass the following areas:

- Budget Policy
- Investment Policy
- Reserves Policy
- Revenue Policy
- Purchasing Policy

#### ***Budget Policy (Resolution 2024-04)***

The Budget Policy formally documents the budget goals and practices. The budget policy addresses legal requirements, balanced budget definition and goals, periodic reporting requirements, and assumption guidelines. The District considers a budget as balanced if there are sufficient net revenues to cover the cost of operations and debt service. Adjustments to the budget may be made in compliance with 1.8 of this policy.

#### ***Investment Policy (Resolution 2020-01)***

The Investment Policy provides guidelines for ensuring the safety of funds invested while maximizing investment interest income to the District. The policy and procedures are written to be in accordance with California Government Code Sections 53600 et seq. and 53635 et seq. The three principle investment factors of Safety, Liquidity, and Yield are to be taken into consideration, in the specific order listed, when making investment decisions.

#### ***Reserves Policy (Resolution 2024-05)***

The District Reserves Policy was established to protect the District's customers, taxpayers, investments in various assets and commitments under numerous financial, regulatory, and contractual obligations. The efficient management of these reserves, when combined with their appropriate fortification, provide additional assurance that current levels of safety, service reliability, and quality will continue.

## **Relevant Financial Policies and Controls, continued**

### ***Reserves Policy (Resolution 2016-04), continued***

Reserves are broken down into three areas, Operations, Property Plant and Equipment Replacement, and Disaster Response.

- Operating Reserves has a goal of six months, and no less than three months, of operations, based on the current budget, and includes a debt service reserve, as required by debt covenants.
- Property, Plant and Equipment (PPE) Reserves has a goal of two times, not to exceed four times, of the total annual depreciation. This is to assure there is adequate funding available to make major repairs (extending the useful life of the asset), and replace PPE as is necessary.
- Disaster Response Reserves has a goal of 10% of total assets (excluding Land and Water Rights). This is to help ensure that, in the event of a disaster, the District will have the funds necessary to repair and/or replace assets that are damaged.
- Rate Stabilization Reserves has a goal of 5% to 10% of water revenues. This is to help smooth out revenue variability resulting from various factors.

### ***Revenue Policy (Resolution 2021-20)***

The Revenue Policy establishes the District's basic policies and procedures concerning revenues received by the District. The policy shall include guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support District services, in accordance with GAAP, and state and federal laws.

Revenue received by the District shall be utilized in accordance with this policy. Revenue received for specific funds within the District shall be utilized for expenses and obligations incurred by that fund. Revenue received into the Governmental Fund will be distributed in accordance with the Budget and the policies and approved by the Board of Directors.

### ***Purchasing Policy (2022-05)***

The purpose of the policy is to standardize the purchasing procedures of the District, thereby securing advantages of a centralized and uniform purchasing policy, saving the taxpayers money and increasing public confidence in the procedures for District purchasing; to promote the fair and equitable treatment of all customers and suppliers, and to set forth the duties and responsibilities of the General Manager and District staff. The purchasing policy is reviewed periodically and updated as deemed appropriate by the Board of Directors.

- Less than \$5,000            Managed by rules of procedures established by the General Manager
- \$5,000 – \$15,000        Requires three quotations and approval of the General Manager
- \$15,000 – \$25,000        Requires price quotations and informal or formal bids and approval of the General Manager
- Exceeding \$25,000        Requires Board approval

### ***Government Fund Balance Policy***

The District adopted fund balance policy based on the published Governmental Accounting Standards Board (GASB) Statement No. 54, which established accounting and financial reporting standards for all governments that report governmental funds. This statement divides the fund balance into five classifications: (1) non-spendable, (2) restricted, (3) committed, (4) assigned, and (5) unassigned.



## **Relevant Financial Policies and Controls, continued**

### ***Internal Control***

District management is responsible for the establishment and maintenance of the internal control structure that ensures that the assets of the District are protected from loss, theft, or misuse. The internal control structure also ensures that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The District's internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

### ***Budgetary Control***

The Board of Directors adopts the Phelan Piñon Hills Community Services District (District) annual budget, after public hearing(s), by June 30 of each year. The budget is in effect from July 1 of the current year to June 30 of the following year. The Board may modify the budget at any time with majority approval.

The General Manager is authorized to implement the programs as approved in the adopted budget. It is the responsibility of the General Manager to establish adequate controls to ensure expenditures do not exceed the approved budget. The Purchasing Policy provides the standards and approval levels by which purchases can be made. Additionally, rules of the procedures are established by the General Manager to ensure against abuse of public interest.

The Board reviews the budget versus actual revenues and expenses at committee level and financials are also presented to the Board on a quarterly basis for consideration. Budget adjustments may be authorized by the Board of Directors.

### ***Accounting and Financial Practices***

The District's accounting and budgetary records are maintained using an accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, such as unbilled but utilized utility services recorded at year end. The budget detailed in this document is used as a management tool for projecting and measuring revenues and expenses.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

Funds are organized into two major categories: Governmental and Enterprise (or proprietary) categories:

Governmental Funds – Parks and Recreation, Street Lighting, and Solid Waste and Recycling.

Enterprise Fund – Water

## **Major Initiatives by Department**

### ***Administration and Finance***

Administration and Finance is responsible for general administration and fiscal support to the Board, Management, Supervisors, and all departments within the District. These duties include complete financial and accounting support for all departments, providing great service to customers and staff, administrative duties to the Board, risk management, Human Resources, document management, public relations, facilities reservations, accounting, accounts payable, accounts receivable, payroll, debt service, water billing, and revenue collection.

## **Major Initiatives by Department, continued**

### ***Administration and Finance, continued***

#### **Projects in Progress and/or Completed in 2023/2024:**

- Received ACFR Award from GFOA (Government Finance Officers Association)
- Received Budget Award from GFOA and CSMFO
- Maintained Transparency Certification from California Special District Association (CSDA)
- Provided outstanding customer service
- Implemented various new treasury and investment options
- Update policies and procedures
- Cross-training program
- Development of Succession and Retention Planning Program
- Update Employee Personnel Manual
- Implemented key Strategic Goal projects
- Implemented new meter reading software and customer service portal

### ***Engineering***

The Engineering Department provides professional planning and engineering services to customers, both internal and external. Further, it is charged with overseeing, planning, designing, and implementing numerous projects outlined by the District's adopted Water Master Plan and integrating and coordinating those projects in conjunction with outside programs and agencies. Additionally, it provides for quality development through customer service, and timely and effective management of development and compliance processes.

#### **Projects in Progress and/or Completed in 2023/2024:**

- Expand GIS application and field data to include links to as-built, easements, etc.
- Civic Center Complex – Consultants/County coordination
- Phelan Park Expansion Project – Planning; Consultants/County
- Thermal Imagery leak detection program
- Chromium-6 Mitigation Project – Engineering Study of potential revised mandates
- 2020 Water Master Plan (WMP) – Review, manage
- Water meter replacement AMI GIS integration
- Phase II update to Azure Active Directory & Microsoft 365
- Reservoir 6A 1.5MG Tank Development
- Well equipping and pipeline design
- Public Water Line Map located in District website
- Expand GIS Applications to include Production Analytics, CIP tracking, and Incident Reporting
- ElementsXS implementation (Sedaru replacement)

## **Major Initiatives by Department, continued**

### ***Water Operations***

Water Operations is responsible for the production, treatment, and distribution of reliable high-quality groundwater to the District's customers in an efficient manner. Water Operations personnel focus on reliability and accountability in the operation and maintenance of a vast array of production, conveyance, distribution facilities, and processes and systems to protect public health and to maintain high quality water consistent with all regulations. Water Operations personnel also perform monitoring, implement processes, and conduct analysis to ensure the water delivered to the customers meets and exceeds all regulatory requirements.

### **Projects in Progress and/or Completed in 2023/2024:**

Valve Maintenance and Exercising Program - 2,200 a year goal  
Hydrant Maintenance and Flushing Program 600 a year goal  
Dead-end Flushing Program all flushed yearly no exceptions  
Service Line Replacement Program 150 a year goal  
Cross Connection Prevention Program  
Air-Vac Maintenance and Flushing Program 130 a year goal  
Monthly tank inspections and annual overflows to ensure good sanitary practices  
Sand testing of District wells and boosters  
PRV Maintenance and Repair Program  
Provide training and education to all staff in OSHA regulations  
Adhere to strict and accurate inventory standards  
Perform annual pump efficiency at District wells and boosters  
Perform annual meter certifications at all District wells  
Systematic and thorough cleaning of selected District reservoirs  
Train all staff on SCADA system  
Drop section water mains per the 10-year maintenance plan  
Interior coating of reservoirs per the 10-year maintenance plan  
Completed final phase of the meter change-out program  
Develop additional water production supply plan

### ***Parks and Recreation***

Parks and Recreation manages and maintains District owned parks and recreation facilities to provide quality and safe facilities to meet the needs of the community. It provides planning for facility development and improvement projects. Additionally, it provides development of projects and events for recreation, programs, and activities of the District.

### **Projects in Progress and/or Completed in 2023/2024:**

Phelan Park expansion project  
Hosted the weekly Phelan farmers market  
Improve park operations  
Provide additional training for staff  
Pursue additional recreation programs in partnership with businesses, clubs, and local sports associations  
Pursue additional recreational programs to meet community needs  
Repair or replace approved equipment and facilities from the 10-year maintenance plan  
Use the parks master plan information for all parks and recreation planning

## Major Initiatives by Department, continued

### *Street Lighting*

Streetlights primarily service the business district of Phelan. The District does have some streetlights at strategic intersections to help in providing safety to the community. The District considers expansion of street lighting to other intersections based upon a safety need, but the District respects the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

### **Projects in Progress and/or Completed in 2023/2024:**

There were no requests for street lights in 2023/2024.

### *Solid Waste*

The District administers solid waste (trash, recycling, and organics) programs. Solid waste collection services are contracted with CR&R. The District works closely with CR&R to coordinate various programs and provide a variety of events within the community.

### **Projects in Progress and/or Completed in 2023/2024:**

Adopted procurement policy in compliance with SB 1383  
Implemented edible food recovery program in compliance with SB 1383  
School Outreach Program  
Educate commercial customers on new requirements  
Educate customers on upcoming requirements  
Implement new collection ordinance requirements  
Adopt and Implement Recycled Paper Products Procurement Policy  
Develop and expand partnerships for disposal of organic waste  
Amend Franchise Agreement with CR&R

### **Acknowledgements**

Preparation of this report was accomplished by the combined efforts of District staff. We appreciate the dedicated efforts and professionalism that our staff members bring to the District. We would also like to thank the members of the Board of Directors for their continued support in the planning and implementation of the Phelan Piñon Hills Community Services District’s fiscal policies.

Respectfully submitted,



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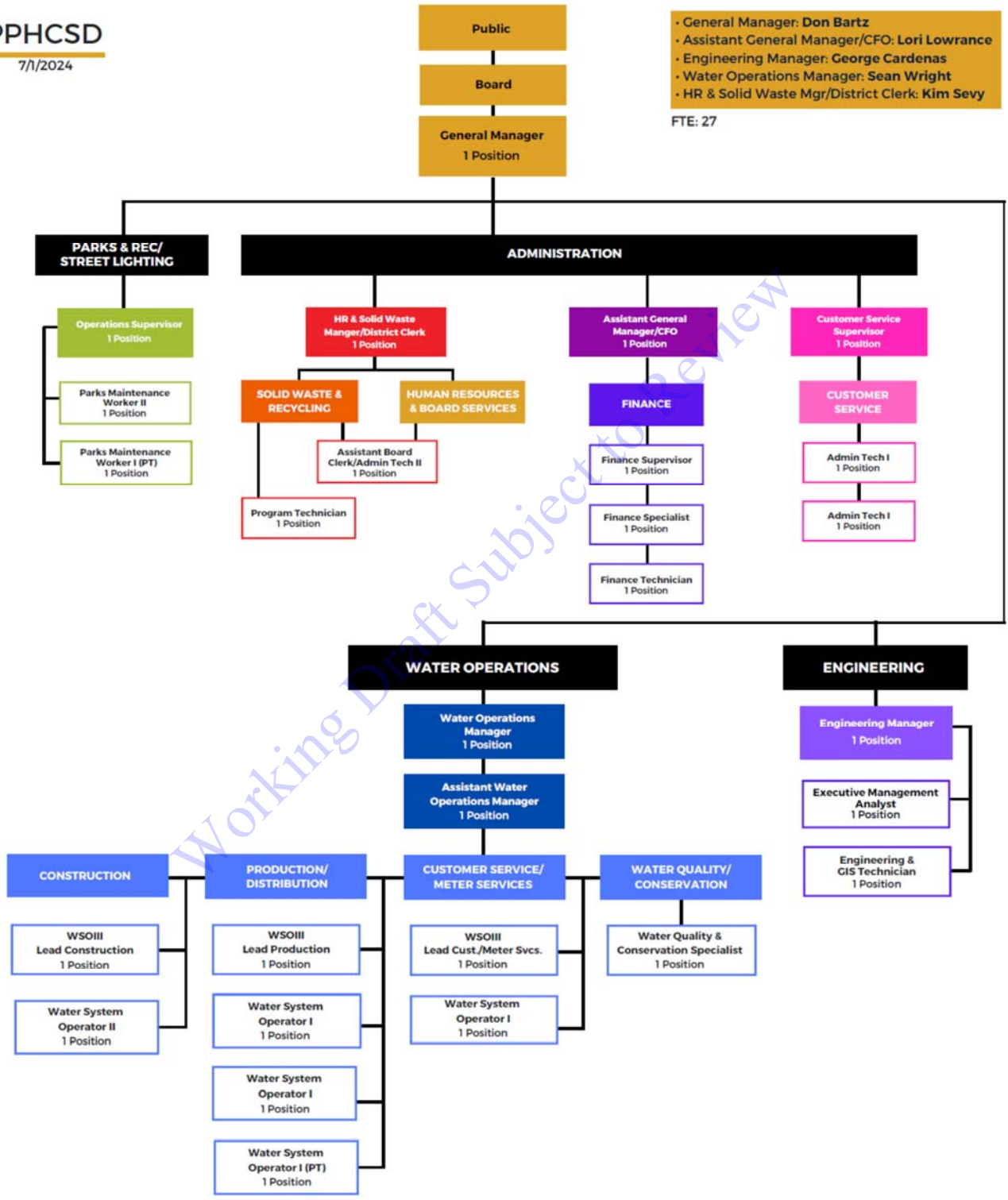
Don Bartz, General Manager

# Organizational Chart

## As of June 30, 2024

**PPHCSD**  
7/1/2024

- General Manager: Don Bartz  
 - Assistant General Manager/CFO: Lori Lowrance  
 - Engineering Manager: George Cardenas  
 - Water Operations Manager: Sean Wright  
 - HR & Solid Waste Mgr/District Clerk: Kim Sevy  
 FTE: 27



# Phelan Piñon Hills Community Services District

## Our Mission Statement

*“The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.”*

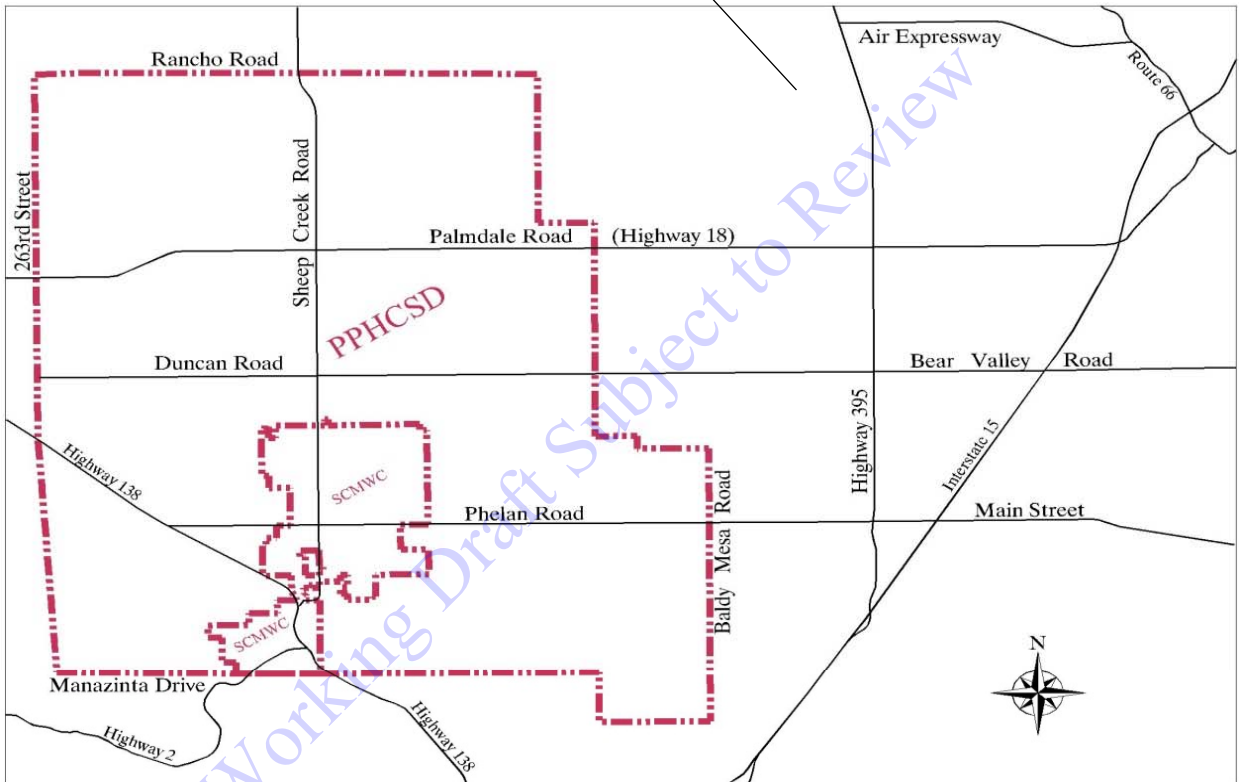
<u>Name</u>	<u>Title</u>	<u>Elected/ Appointed</u>	<u>Term Expires</u>
Chuck Hays	President	Elected	2026
Greg Snyder	Vice President	Elected	2026
Rebecca Kujawa	Director	Elected	2024
Deborah Philips	Director	Appointed	2024
Mark Roberts	Director	Elected	2024

## District Management

Donald Bartz	General Manager
Lori Lowrance	Assistant General Manager / CFO
Kim Sevy	Human Resources Manager / Executive Secretary
George Cardenas	Engineering Manager
Sean Wright	Water Operations Manager

**Phelan Piñon Hills Community Services District  
4176 Warbler Road  
Phelan, CA 92371  
(760) 868-1212**

# District Service Area







Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Phelan Pinon Hills Community Services District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2023

*Christopher P. Morill*

Executive Director/CEO



Working Draft Subject to Review

## **Financial Section**

*Working Draft Subject to Review*

*Working Draft Subject to Review*

## **Independent Auditor's Report**

Board of Directors  
Phelan Piñon Hills Community Services District  
Phelan, California

### **Report on the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Phelan Piñon Hills Community Services District (District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the District, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibility of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



## Independent Auditor's Report, continued

### *Auditor's Responsibilities for the Audits of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## Independent Auditor's Report, continued

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 19 through 23 and the required supplementary information on pages 64 through 70 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section on pages 1 through 15 and statistical section on pages 71 through 88 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

#### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 13, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. That report can be found on pages 89 and 90.

**C.J. Brown & Company, CPAs**

Cypress, California  
November 13, 2024

**Phelan Piñon Hills Community Services District  
Management’s Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024**

The following Management’s Discussion and Analysis (MD&A) of activities and financial performance of the Phelan Piñon Hills Community Services District (District) provides an introduction to the financial statements of the District for the fiscal year ended June 30, 2024. We encourage readers to consider the information presented here with additional information that we have furnished in the accompanying basic financial statements and related notes, which follow this section.

**Financial Highlights**

- In 2024, the District’s net position increased by 7.17% or \$3,953,106 to \$59,086,417 as a result of ongoing operations.
- In 2024, the District’s total revenues increased 12.06% or \$1,534,057 to \$14,254,386.
- In 2024, the District’s total expenses decreased by 7.26% or \$806,349 to \$10,301,280.

**Using This Financial Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities and performance of the District using accounting methods similar to those used by private sector companies.

The Statement of Net Position includes all of the District’s investments in resources (assets), deferred outflows of resources, obligations to creditors (liabilities), and deferred inflows of resources. It also provides the basis for computing a rate of return, evaluating the capital structure of the District, and assessing the liquidity and financial flexibility of the District. All of the current year’s revenues and expenses are accounted for in the Statement of Activities. This statement measures the success of the District’s operations over the past year and can be used to determine the District’s profitability and credit worthiness.

**Government-wide Financial Statements**

**Statement of Net Position and Statement of Activities**

One of the most important questions asked about the District’s finances is, “Is the District better off or worse off as a result of this year’s activities?” The Statement of Net Position and the Statement of Activities report information about the District in a way that helps answer this question. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year’s revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the District’s *net position* and changes in it. Think of the District’s net position – assets and deferred outflows of resources less liabilities and deferred inflows of resources – as one way to measure the District’s financial health, or *financial position*. Over time, *increases or decreases* in the District’s net position is one indicator of whether its *financial health* is improving or deteriorating. However, one will need to consider other non-financial factors such as changes in the District’s property tax base and the types of grants the District applies for to assess the *overall financial health* of the District.

**Phelan Piñon Hills Community Services District  
Management’s Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024**

**Fund Financial Statements**

**Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance**

*Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 32 through 63.

**Government-wide Financial Analysis**

**Statements of Net Position**

The following table is a summary of the statement of net position at June 30, 2024.

<b>Condensed Statements of Net Position</b>						
	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total District</u>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
<b>Assets:</b>						
Current assets	\$ 9,383,250	5,992,296	17,430,088	14,223,338	26,813,338	20,215,634
Non-current assets	2,714,017	3,369,391	4,304,581	6,722,142	7,018,598	10,091,533
Capital assets, net	<u>3,240,725</u>	<u>3,958,144</u>	<u>38,808,005</u>	<u>38,696,617</u>	<u>42,048,730</u>	<u>42,654,761</u>
<b>Total assets</b>	<u>15,337,992</u>	<u>13,319,831</u>	<u>60,542,674</u>	<u>59,642,097</u>	<u>75,880,666</u>	<u>72,961,928</u>
<b>Deferred outflows of resources</b>	<u>61,663</u>	<u>62,707</u>	<u>554,960</u>	<u>564,368</u>	<u>616,623</u>	<u>627,075</u>
<b>Liabilities:</b>						
Current liabilities	102,933	58,815	2,032,562	2,463,452	2,135,495	2,522,267
Non-current liabilities	<u>31,935</u>	<u>14,817</u>	<u>15,051,426</u>	<u>15,702,995</u>	<u>15,083,361</u>	<u>15,717,812</u>
<b>Total liabilities</b>	<u>134,868</u>	<u>73,632</u>	<u>17,083,988</u>	<u>18,166,447</u>	<u>17,218,856</u>	<u>18,240,079</u>
<b>Deferred inflows of resources</b>	<u>192,016</u>	<u>215,614</u>	<u>-</u>	<u>-</u>	<u>192,016</u>	<u>215,614</u>
<b>Net position:</b>						
Net investment in capital assets	3,240,725	3,958,144	29,417,204	28,451,028	32,657,929	32,409,172
Restricted	-	-	6,186,466	6,134,443	6,186,466	6,134,443
Unrestricted	<u>11,832,046</u>	<u>9,135,148</u>	<u>8,409,976</u>	<u>7,454,548</u>	<u>20,242,022</u>	<u>16,589,696</u>
<b>Total net position</b>	<u>\$ 15,072,771</u>	<u>13,093,292</u>	<u>44,013,646</u>	<u>42,040,019</u>	<u>59,086,417</u>	<u>55,133,311</u>

**Phelan Piñon Hills Community Services District  
Management's Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024**

**Government-wide Financial Analysis, continued**

**Statements of Net Position, continued**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets plus deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$59,086,417 as of June 30, 2024. The District's total net position is made-up of two components: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position.

**Statements of Activities**

The following table is a summary of the statement of activities for the year ended June 30, 2024.

	<b>Condensed Statements of Activities</b>					
	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total District</b>	
	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>
<b>Revenues:</b>						
<b>Program revenues:</b>						
Charges for services	\$ 746,248	698,106	10,093,651	8,890,823	10,839,899	9,588,929
<b>General revenues:</b>						
Property taxes	1,847,625	1,668,208	14,374	15,565	1,861,999	1,683,773
Interest earnings, net	496,855	428,419	867,585	736,007	1,364,440	1,164,426
Gain on disposal of assets	-	-	55,431	-	55,431	-
Other	75,360	76,003	57,257	207,198	132,617	283,201
<b>Total revenues</b>	<b>3,166,088</b>	<b>2,870,736</b>	<b>11,088,298</b>	<b>9,849,593</b>	<b>14,254,386</b>	<b>12,720,329</b>
<b>Expenses:</b>						
General	33,748	5,739	-	-	33,748	5,739
Parks and recreation	701,790	724,086	-	-	701,790	724,086
Street lighting	20,374	25,374	-	-	20,374	25,374
Solid waste	227,395	197,679	-	-	227,395	197,679
Loss on disposal of assets	18,137	-	-	-	18,137	-
Water	-	-	9,299,836	10,154,751	9,299,836	10,154,751
<b>Total expenses</b>	<b>1,001,444</b>	<b>952,878</b>	<b>9,299,836</b>	<b>10,154,751</b>	<b>10,301,280</b>	<b>11,107,629</b>
<b>Excess before transfers</b>	<b>2,164,644</b>	<b>1,917,858</b>	<b>1,788,462</b>	<b>(305,158)</b>	<b>3,953,106</b>	<b>1,612,700</b>
<b>Transfers from(to) other funds</b>	<b>(185,165)</b>	<b>(1,170,343)</b>	<b>185,165</b>	<b>1,170,343</b>	<b>-</b>	<b>-</b>
<b>Change in net position</b>	<b>1,979,479</b>	<b>747,515</b>	<b>1,973,627</b>	<b>865,185</b>	<b>3,953,106</b>	<b>1,612,700</b>
<b>Net position, beginning of period</b>	<b>13,093,292</b>	<b>12,345,777</b>	<b>42,040,019</b>	<b>41,174,834</b>	<b>55,133,311</b>	<b>53,520,611</b>
<b>Net position, end of period</b>	<b>\$ 15,072,771</b>	<b>13,093,292</b>	<b>44,013,646</b>	<b>42,040,019</b>	<b>59,086,417</b>	<b>55,133,311</b>

Compared to the prior year, net position of the District increased by 7.17% or \$3,953,106 to \$59,086,417 as a result of ongoing operations.

Total revenues increased 12.06% or \$1,534,057 to \$14,254,386. The District's program revenues increased by \$1,250,970, due primarily to increases of \$634,546 in monthly meter service charges related to an increase in rates effective in November 2023, \$181,879 in water consumption sales due to an increase in rates effective in November 2023, \$381,080 in other charges for services for the water fund due to increases in meter installations and capacity fees compared to the prior year, and \$55,360 in other income for the solid waste fund sourcing from an SB1383 Cal Recycle grant received.



**Phelan Piñon Hills Community Services District  
Management’s Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024**

**Government-wide Financial Analysis, continued**

**Statements of Activities, continued**

The District’s general revenues increased by \$283,087, due primarily to increases of \$178,226 in property taxes due to increases in County property tax assessments driven by increases in local real estate market values, \$200,014 in interest earnings due to the District’s portfolio of investment holdings in addition to improvements in market conditions in the current year as compared to prior year, and \$55,431 in gain on disposal of assets, which were offset by a decrease of \$150,584 in other income in the current year due to prior year increases of \$75,000 in grant funds and \$70,000 in water theft charges.

Total expenses decreased by 7.26% or \$806,349 to \$10,301,280 due primarily to decreases of \$854,915 in water fund expenses, of which, \$464,203 in general and administrative, due to actuarial driven adjustments in the CalPERS pension amounts, and \$452,453 in transmission and distribution expense primarily due to current year decreases in repairs and maintenance expenditures for tanks and wells which were repaired in the prior year, \$47,444 in parks and recreation expenses, due to decreases in labor and capital outlay expenses, \$253,202 in water transmission and distribution due to actuarial driven adjustments in the CalPERS pension amounts, which were offset by increases of \$71,294 in the general fund primarily due to increases in wages, legal, and outside service costs, and \$29,716 in solid waste expenses due to increases in labor and retirement costs.

**Changes in Fund Balance – Governmental Funds**

The following table is a summary of the changes in fund balance for all governmental funds for the year ended June 30, 2024.

**Condensed Changes in Fund Balance - Governmental Funds**

	<b>General</b>	<b>Parks and Recreation</b>	<b>Street Lighting</b>	<b>Solid Waste</b>	<b>Total Governmental Activities</b>
Fund balance, beginning of year	\$ 3,456,974	5,503,931	23,264	95,612	9,079,781
Change in fund balance	<u>2,128,665</u>	<u>594,120</u>	<u>604</u>	<u>(625)</u>	<u>2,722,764</u>
Fund balance, end of year	<u>\$ 5,585,639</u>	<u>6,098,051</u>	<u>23,868</u>	<u>94,987</u>	<u>11,802,545</u>

In 2024, total fund balance increased by 29.99% or \$2,722,764 to \$11,802,545. The General fund increased by 61.58% or \$2,128,665 to \$5,585,639 due primarily to revenues exceeding expenditures and transfers out. The Parks and Recreation fund increased by 10.79% or \$594,120 to \$6,098,051 due primarily to revenues exceeding expenditures and transfers in. The Street Lighting fund increased by 2.60% or \$604 to \$23,868, and the Solid Waste fund decreased by 0.65% or \$625 to \$94,987.

**Phelan Piñon Hills Community Services District  
Management’s Discussion and Analysis  
For the Fiscal Year Ended June 30, 2024**

**Capital Asset Administration**

		<b>Capital Assets</b>					
		<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total District</u>	
		<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Capital assets:							
Non-depreciable assets	\$	2,906,501	3,489,067	19,227,186	20,677,936	22,133,687	24,167,003
Depreciable and amortizable assets		<u>1,600,729</u>	<u>2,140,729</u>	<u>53,490,846</u>	<u>50,760,428</u>	<u>55,091,575</u>	<u>52,901,157</u>
<b>Total capital assets</b>		4,507,230	5,629,796	72,718,032	71,438,364	77,225,262	77,068,160
Accumulated depreciation and amortization		<u>(1,266,505)</u>	<u>(1,671,652)</u>	<u>(33,910,027)</u>	<u>(32,741,747)</u>	<u>(35,176,532)</u>	<u>(34,413,399)</u>
<b>Total capital assets, net</b>	\$	<u>3,240,725</u>	<u>3,958,144</u>	<u>38,808,005</u>	<u>38,696,617</u>	<u>42,048,730</u>	<u>42,654,761</u>

At the end of fiscal year 2024, the District’s capital assets (net of accumulated depreciation and amortization) amounted to \$42,048,730. Capital assets include land, buildings, building improvements, furnishings and equipment, right-to-use equipment, collection and distribution systems, tanks, wells, water transmission and distribution systems, and construction-in-process. The capital assets of the District are more fully analyzed in Note 4 of the basic financial statements.

**Long-Term Debt Administration**

		<b>Long-term Debt</b>					
		<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
		<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Long-term debt:							
Long-term debt	\$	-	-	15,577,267	16,380,032	15,577,267	16,380,032
<b>Total long-term debt</b>	\$	<u>-</u>	<u>-</u>	<u>15,577,267</u>	<u>16,380,032</u>	<u>15,577,267</u>	<u>16,380,032</u>

Long-term debt decreased by 4.90% or \$802,765 to \$15,577,267 in 2024 primarily due to \$831,025 regular debt service payments offset by additions of \$28,260 for an equipment lease payable. The long-term debt position of the District is more fully analyzed in Note 6 to the basic financial statements.

**Conditions Affecting Current Financial Position**

Management is unaware of any conditions which could have a significant impact on the District’s current financial position, net position, or operating results in terms of past, present, and future.

**Requests for Information**

This financial report is designed to provide the District’s present users, including funding sources, customers, stakeholders, and other interested parties with a general overview of the District’s finances and to demonstrate the District’s accountability with an overview of the District’s financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the District’s Assistant General Manager/CFO, Lori Lowrance, at Phelan Pinon Hills Community Services District, 4176 Warbler Road, Phelan, California, 92371 or (760) 868-1212.

# **Basic Financial Statements**

*Working Draft Subject to Review*

**Phelan Piñon Hills Community Services District**  
**Statement of Net Position**  
**June 30, 2024**

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>Current assets:</b>			
Cash and cash equivalents (note 2)	\$ 5,516,143	2,839,220	8,355,363
Cash and cash equivalents – restricted (note 2)	-	6,186,466	6,186,466
Investments (note 2)	3,643,354	5,944,421	9,587,775
Accrued interest receivable	-	217,295	217,295
Accounts receivable – water sales and services	-	1,086,641	1,086,641
Accounts receivable – other	45,867	251,614	297,481
Leases receivable (note 3)	125,743	-	125,743
Property taxes and assessments receivable	52,143	149,435	201,578
Materials and supplies inventory	-	320,870	320,870
Prepays and other assets	-	434,126	434,126
Total current assets	<u>9,383,250</u>	<u>17,430,088</u>	<u>26,813,338</u>
<b>Non-current assets:</b>			
Investments (note 2)	2,638,292	4,304,581	6,942,873
Leases receivable (note 3)	75,725	-	75,725
Capital assets – not being depreciated (note 4)	2,906,501	19,227,186	22,133,687
Capital assets – being depreciated, net (note 4)	334,224	19,580,819	19,915,043
Total non-current assets	<u>5,954,742</u>	<u>43,112,586</u>	<u>49,067,328</u>
<b>Total assets</b>	<u>15,337,992</u>	<u>60,542,674</u>	<u>75,880,666</u>
<b>Deferred outflows of resources:</b>			
Deferred pension outflows (note 7)	61,663	554,960	616,623
<b>Current liabilities:</b>			
Accounts payable and accrued expenses	67,624	632,347	699,971
Accrued salaries and related payables	13,130	117,344	130,474
Customer deposits and unearned revenue	12,501	90,624	103,125
Accrued interest on long-term debt	-	231,193	231,193
Long-term liabilities – due within one year:			
Compensated absences (note 5)	9,678	117,432	127,110
Long-term debt (note 6)	-	843,622	843,622
Total current liabilities	<u>102,933</u>	<u>2,032,562</u>	<u>2,135,495</u>
<b>Non-current liabilities:</b>			
Long-term liabilities – due in more than one year:			
Compensated absences (note 5)	9,677	117,431	127,108
Long-term debt (note 6)	-	14,733,645	14,733,645
Net pension liability (note 7)	22,258	200,350	222,608
Total non-current liabilities	<u>31,935</u>	<u>15,051,426</u>	<u>15,083,361</u>
<b>Total liabilities</b>	<u>134,868</u>	<u>17,083,988</u>	<u>17,218,856</u>
<b>Deferred inflows of resources:</b>			
Deferred lease inflows (note 3)	192,016	-	192,016
Total deferred inflows of resources	<u>192,016</u>	<u>-</u>	<u>192,016</u>
<b>Net position (note 8):</b>			
Net investment in capital assets	3,240,725	29,417,204	32,657,929
Restricted	-	6,186,466	6,186,466
Unrestricted	11,832,046	8,409,976	20,242,022
<b>Total net position</b>	<u>\$ 15,072,771</u>	<u>44,013,646</u>	<u>59,086,417</u>

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Statement of Activities**  
**For the Fiscal Year Ended June 30, 2024**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		Total
		Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-type Activities	
<b>Governmental activities:</b>						
General	\$ 33,748	340,491	-	306,743	-	306,743
Parks and recreation	701,790	30,036	-	(671,754)	-	(671,754)
Street lighting	20,374	-	-	(20,374)	-	(20,374)
Solid waste	227,395	375,721	-	148,326	-	148,326
<b>Total governmental activities</b>	<b>983,307</b>	<b>746,248</b>	<b>-</b>	<b>(237,059)</b>	<b>-</b>	<b>(237,059)</b>
<b>Business-type activities:</b>						
Water	8,775,209	10,093,651	-	-	1,318,442	1,318,442
Interest expense – long-term debt	508,008	-	-	-	(508,008)	(508,008)
<b>Total business-type activities</b>	<b>9,283,217</b>	<b>10,093,651</b>	<b>-</b>	<b>-</b>	<b>810,434</b>	<b>810,434</b>
Total	\$ 10,266,524	10,839,899	-	(237,059)	810,434	573,375
<b>General revenues(expense):</b>						
Property taxes				\$ 1,847,625	14,374	1,861,999
Interest earnings, net				496,855	867,585	1,364,440
Water pipeline location service charges				-	8,583	8,583
(Loss)Gain on disposal of assets				(18,137)	55,431	37,294
Other non-operating revenues				75,360	48,674	124,034
Other non-operating expenses				-	(16,619)	(16,619)
<b>Total general revenues, net</b>				<b>2,401,703</b>	<b>978,028</b>	<b>3,379,731</b>
<b>Transfers (to)from other funds (note 9)</b>				<b>(185,165)</b>	<b>185,165</b>	<b>-</b>
<b>Change in net position</b>				<b>1,979,479</b>	<b>1,973,627</b>	<b>3,953,106</b>
<b>Net position, beginning of year</b>				<b>13,093,292</b>	<b>42,040,019</b>	<b>55,133,311</b>
<b>Net position, end of year</b>				<b>\$ 15,072,771</b>	<b>44,013,646</b>	<b>59,086,417</b>

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position**  
**June 30, 2024**

		<u>General</u>	<u>Parks and Recreation</u>	<u>Street Lighting</u>	<u>Solid Waste</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>						
Cash and cash equivalents	\$	2,585,760	2,879,326	13,529	37,528	5,516,143
Investments		2,944,599	3,278,905	15,407	42,735	6,281,646
Accounts receivable – services		21,282	4,660	-	19,925	45,867
Property taxes and assessments receivable		52,143	-	-	-	52,143
<b>Total assets</b>	<b>\$</b>	<b><u>5,603,784</u></b>	<b><u>6,162,891</u></b>	<b><u>28,936</u></b>	<b><u>100,188</u></b>	<b><u>11,895,799</u></b>
<b>Liabilities:</b>						
Accounts payable and accrued expenses	\$	5,644	55,093	5,068	1,818	67,623
Accrued salaries and related payables		-	9,747	-	3,383	13,130
Customer deposits and unearned revenue		12,501	-	-	-	12,501
<b>Total liabilities</b>		<b><u>18,145</u></b>	<b><u>64,840</u></b>	<b><u>5,068</u></b>	<b><u>5,201</u></b>	<b><u>93,254</u></b>
<b>Fund balance (note 10):</b>						
Assigned		-	6,098,051	23,868	94,987	6,216,906
Unassigned		5,585,639	-	-	-	5,585,639
<b>Total fund balance</b>		<b><u>5,585,639</u></b>	<b><u>6,098,051</u></b>	<b><u>23,868</u></b>	<b><u>94,987</u></b>	<b><u>11,802,545</u></b>
<b>Total liabilities and fund balance</b>	<b>\$</b>	<b><u>5,603,784</u></b>	<b><u>6,162,891</u></b>	<b><u>28,936</u></b>	<b><u>100,188</u></b>	<b><u>11,895,799</u></b>
<b>Reconciliation:</b>						
Fund balance of total governmental funds					\$	11,802,545
Amounts reported for governmental funding in the statement of net position is different because:						
Certain assets used in governmental funding are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. All assets both current and non-current are reported in the Statement of Net Position as follows:						
Leases receivable						201,468
Capital assets						3,240,725
Pension contributions made during the fiscal year after the measurement date are reported as expenditures in governmental funds and as deferred outflows of resources in the government-wide financial statements.				\$	25,997	
Recognized changes in net assumptions are reported as deferred outflows of resources in the government-wide financial statements.						1,344
Recognized portion due to net differences between the expected and actual experience are reported as deferred outflows of resources in the government-wide financial statements.						961
Recognized portion due to net differences between the actual employer contribution and the proportionate share of contribution are reported as deferred outflows of resources in the government-wide financial statements.						4,377
Recognized net difference between projected and actual earnings on pension plan investments are reported as deferred outflows of resources in the government-wide financial statements.						3,604
Recognized portion due to net differences in proportions are reported as deferred outflows of resources in the government-wide financial statements.						25,380
						<u>61,663</u>
Long-term liabilities applicable to the District are not due and payable in the current period and, accordingly, are not reported as fund liabilities. All liabilities both current and long-term, are reported in the Statement of Net Position as follows:						
Compensated absences						(19,355)
Net pension liability						<u>(22,258)</u>
Recognized portion due to lessor agreements are reported as deferred inflows of resources in the government-wide financial statements.						<u>(192,017)</u>
Net position of governmental activities	\$					<u>15,072,771</u>

See accompanying notes to the basic financial statements



**Phelan Piñon Hills Community Services District**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of**  
**Governmental Funds to the Statement of Activities**  
**For the Year Ended June 30, 2024**

	General	Parks and Recreation	Street Lighting	Solid Waste	Total Governmental Funds
<b>Revenues:</b>					
Property taxes	\$ 1,066,723	760,527	20,375	-	1,847,625
Charges for services	340,491	30,036	-	375,721	746,248
Investment earnings	240,364	248,199	603	7,689	496,855
Other	700,000	-	-	75,360	775,360
<b>Total revenues</b>	<b>2,347,578</b>	<b>1,038,762</b>	<b>20,978</b>	<b>458,770</b>	<b>3,866,088</b>
<b>Expenditures:</b>					
General	33,748	-	-	-	33,748
Parks and recreation	-	585,708	-	-	585,708
Street lighting	-	-	20,374	-	20,374
Solid waste	-	-	-	227,395	227,395
Capital outlay	-	90,934	-	-	90,934
<b>Total expenditures</b>	<b>33,748</b>	<b>676,642</b>	<b>20,374</b>	<b>227,395</b>	<b>958,159</b>
<b>Excess(deficiency) of revenues over expenditures</b>	<b>2,313,830</b>	<b>362,120</b>	<b>604</b>	<b>231,375</b>	<b>2,907,929</b>
<b>Other financing sources(uses) (note 9):</b>					
Transfers in – operational	-	232,000	-	-	232,000
Transfers (out) – operational	(185,165)	-	-	(232,000)	(417,165)
<b>Total other financing sources(uses)</b>	<b>(185,165)</b>	<b>232,000</b>	<b>-</b>	<b>(232,000)</b>	<b>(185,165)</b>
<b>Change in fund balance</b>	<b>2,128,665</b>	<b>594,120</b>	<b>604</b>	<b>(625)</b>	<b>2,722,764</b>
<b>Fund balance, beginning of year</b>	<b>3,456,974</b>	<b>5,503,931</b>	<b>23,264</b>	<b>95,612</b>	<b>9,079,781</b>
<b>Fund balance, end of year</b>	<b>\$ 5,585,639</b>	<b>6,098,051</b>	<b>23,868</b>	<b>94,987</b>	<b>11,802,545</b>
<b>Reconciliation:</b>					
Net change in fund balance of total governmental funds				\$	2,722,764
Amounts reported for governmental activities in the statement of activities are different because:					
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense as follows:					
Capital outlay					90,934
Disposal of capital assets					(718,137)
Depreciation expense					(90,216)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenses in governmental funds as follows:					
Net change in compensated absences for the current period					3,354
Net change in pension obligations for the current period					(38,705)
Some revenues reported in the statement of activities do not provide current financial resources and therefore are not reported as revenues in governmental funds as follows:					
Net change in lease receivables for the current period					9,485
Change in net position of governmental activities				\$	1,979,479

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Statement of Net Position – Enterprise Fund**  
**June 30, 2024**

	<b>Water Enterprise</b>
<b>Current assets:</b>	
Cash and cash equivalents	\$ 2,839,220
Cash and cash equivalents – restricted	6,186,466
Investments	5,944,421
Accrued interest receivable	217,295
Accounts receivable – water sales and services	1,086,641
Accounts receivable – other	251,614
Property taxes and assessments receivable	149,435
Materials and supplies inventory	320,870
Prepays and other assets	434,126
Total current assets	17,430,088
<b>Non-current assets:</b>	
Investments	4,304,581
Capital assets – not being depreciated	19,227,186
Capital assets – being depreciated, net	19,580,819
Total non-current assets	43,112,586
<b>Total assets</b>	60,542,674
<b>Deferred outflows of resources:</b>	
Deferred pension outflows	554,960
<b>Current liabilities:</b>	
Accounts payable and accrued expenses	632,347
Accrued salaries and related payables	117,344
Customer deposits and deferred revenue	90,624
Accrued interest on long-term debt	231,193
Long-term liabilities – due within one year:	
Compensated absences	117,432
Long-term debt	843,622
Total current liabilities	2,032,562
<b>Non-current liabilities:</b>	
Long-term liabilities – due in more than one year:	
Compensated absences	117,431
Long-term debt	14,733,645
Net pension liability	200,350
Total non-current liabilities	15,051,426
<b>Total liabilities</b>	17,083,988
<b>Net position:</b>	
Net investment in capital assets	29,417,204
Restricted	6,186,466
Unrestricted	8,409,976
<b>Total net position</b>	\$ 44,013,646

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Statement of Revenues, Expenses and Changes in Fund Net Position – Enterprise Fund**  
**For the Fiscal Year Ended June 30, 2024**

	<b>Water Enterprise</b>
<b>Operating revenues:</b>	
Water consumption sales	\$ 3,920,932
Monthly meter service charge	3,611,980
Chromium-6 surcharge (note 11)	850,149
Special assessment	283,030
Other charges and services	1,427,560
Total operating revenues	10,093,651
<b>Operating expenses:</b>	
Source of supply – water related purchases	25,534
Pumping – utilities	1,464,458
Pumping – solar credits	(394,732)
Transmission and distribution	1,274,656
General and administrative	4,627,063
Total operating expenses	6,996,979
Operating income before depreciation and amortization	3,096,672
Depreciation and amortization	(1,778,230)
Operating income	1,318,442
<b>Non-operating revenues (expenses):</b>	
Property taxes	14,374
Interest expense – long-term debt	(508,008)
Interest earnings, net	867,585
Water pipeline location service charges	8,583
Gain on disposal of capital assets	55,431
Other non-operating revenues	48,674
Other non-operating expenses	(16,619)
Total non-operating revenues, net	470,020
Net income before transfers	1,788,462
<b>Transfers from other funds</b>	185,165
Change in net position	1,973,627
<b>Net position, beginning of year</b>	42,040,019
<b>Net position, end of year</b>	\$ 44,013,646

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Statement of Cash Flows – Enterprise Fund**  
**For the Fiscal Year Ended June 30, 2024**

	<u>Water Enterprise</u>
<b>Cash flows from operating activities:</b>	
Cash receipts from customers	\$ 9,867,233
Cash paid to employees	(2,901,017)
Cash paid to vendors and suppliers	<u>(3,994,038)</u>
Net cash provided by operating activities	<u>2,972,178</u>
<b>Cash flows from non-capital financing activities:</b>	
Proceeds from property taxes	(9,430)
Transfer of property tax revenue from General fund	185,165
Proceeds from water pipeline location service charges	<u>8,583</u>
Net cash provided by non-capital financing activities	<u>184,318</u>
<b>Cash flows from capital and related financing activities:</b>	
Acquisition and construction of capital assets	(1,889,618)
Principal payments on long-term debt	(802,765)
Interest payments on long-term debt	<u>856,853</u>
Net cash used in capital and financing activities	<u>(1,835,530)</u>
<b>Cash flows from investing activities:</b>	
Purchases and sales of investments, net	(1,167,723)
Interest earnings	<u>(422,736)</u>
Net cash used in investing activities	<u>(1,590,459)</u>
<b>Net decrease in cash and cash equivalents</b>	(269,493)
<b>Cash and investments, beginning of year</b>	<u>9,295,179</u>
<b>Cash and investments, end of year</b>	<u>\$ 9,025,686</u>
<b>Reconciliation of cash and cash equivalents to the statement of financial position:</b>	
Cash and cash equivalents	\$ 2,839,220
Cash and cash equivalents – restricted	<u>6,186,466</u>
<b>Total cash and cash equivalents</b>	<u>\$ 9,025,686</u>

Continued on next page

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District  
Statement of Cash Flows – Enterprise Fund, continued  
For the Fiscal Year Ended June 30, 2024**

	<u>Water Enterprise</u>
<b>Reconciliation of operating income to net cash provided by operating activities:</b>	
<b>Operating income</b>	\$ <u>1,318,442</u>
<b>Adjustments to reconcile operating income to net cash provided by operating activities:</b>	
Depreciation and amortization expense	1,778,230
Other non-operating revenues	48,674
Other non-operating expenses	(16,619)
<b>Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources</b>	
(Increase) decrease in assets and deferred outflows:	
Accounts receivable – water sales and services	(145,524)
Accounts receivable – other	(173,881)
Materials and supplies inventory	410,113
Prepays and other assets	(43,135)
Deferred outflows of resources	9,408
Increase (decrease) in liabilities and deferred inflows:	
Accounts payable and accrued expenses	(392,780)
Accrued salaries and related payables	(26,398)
Customer deposits and deferred revenue	(11,118)
Compensated absences	(7,822)
Net pension liability	169,157
<b>Total adjustments</b>	<u>1,653,736</u>
<b>Net cash provided by operating activities</b>	\$ <u>2,972,178</u>
<b>Non-cash investing, capital and financing transactions:</b>	
Change in fair value of investments	\$ <u>1,079</u>

See accompanying notes to the basic financial statements

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies**

**A. Organization and Operations of the Reporting Entity**

The Phelan Piñon Hills Community Service District (District) was established through an election on February 5, 2008. With an 81% approval rating, the voters approved the formation of the District as a consolidation of three San Bernardino County Special District Service Areas of: Zone-L70 Water, CSA-9 Phelan Parks and Street Lighting, and CSA56-F1 Piñon Hills Parks. The San Bernardino County Special District Service Areas named above transferred \$31,439,131 in net assets to form the District.

This consolidation enabled the communities of Phelan and Piñon Hills to establish a form of self-governance while maintaining their individual rural integrity. The 128 square mile District is the largest Community Service District in San Bernardino County.

The primary component of the District is water service to over 7,300 connections. Parks and recreation are a vital component to any community. As part of the District there are two community centers. These centers are utilized for a wide range of activities and are available to the community for a nominal fee. Adjacent to the centers are two parks that have picnic tables, playgrounds, and two basketball courts. They are available from morning until dusk. The street lights serve primarily the business district of the District. The street lights are not owned by the District, but the District pays for the electricity use costs for the street lights.

The District normally conducts two monthly general meetings of the Board of Directors which are held on the second and fourth Wednesdays of the month in the Phelan Community Center.

**B. Basis of Accounting and Measurement Focus**

***Government-wide Financial Statements***

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting for both governmental and business-like activities. Accordingly, all of the District's assets (including capital assets), deferred outflows of resources, liabilities, and deferred inflows of resources are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, such as, unbilled but utilized utility services are recorded at year end. The Statement of Activities demonstrates the degree to which the operating expenses of a given function are offset by operating revenues. Operating expenses are those that are clearly identifiable with a specific function. The types of transactions reported as operating revenues for the District are charges for services directly related to the operations of the District. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by the District. Taxes, operating grants, and other items not properly included among operating revenues are reported instead as non-operating revenues. Contributed capital and capital grants are included as capital contributions.

***Fund Financial Statements***

These statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. Accompanying these statements is a schedule to reconcile and explain the differences in fund balances as presented in these statements to the net position presented in the Government-wide Financial Statements.

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period.



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**B. Basis of Accounting and Measurement Focus, continued**

*Fund Financial Statements, continued*

Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the District are property tax, interest earnings, investment revenue, and operating and capital grant revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

The accrual basis of accounting is followed by the proprietary enterprise funds. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, such as unbilled but utilized utility services recorded at year end.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred, regardless of when the related cash flows take place. Operating revenues and expenses, such as water sales and purchases of water, result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration and depreciation expenses are also considered operating expenses. Other revenues and expenses not included in the above categories, such as interest income and interest expense, are reported as non-operating revenues and expenses.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Funds are organized into two major categories: governmental and proprietary categories. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a) Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b) Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or proprietary fund are at least 5 percent of the corresponding total for all governmental and proprietary funds combined.
- c) The entity has determined that a fund is important to the financial statement user.

The funds of the financial reporting entity are described below:

***Governmental Funds***

**General Fund** – This fund is used to account for and report all financial resources not accounted for and reported in another fund. The general fund’s primary source of revenue is property taxes.

**Parks and Recreation** – This fund is used to account for all parks and recreation activities within the District. The parks and recreation fund’s primary source of revenue is property taxes.

**Street Lighting** – This fund is used to account for all street lighting activities within the District. The street lighting fund’s primary source of revenue is property taxes.

**Solid Waste** – This fund is used to account for sanitation collection and recycling activities within the District. The solid waste fund’s primary source of revenue is franchise fees.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**B. Basis of Accounting and Measurement Focus, continued**

*Enterprise Fund*

**Water** – This fund accounts for the water transmission and distribution operations of the District. The water fund’s primary source of revenue is consumption sales, meter service charges, and other charges and services.

**C. Financial Reporting**

The District’s basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The District has adopted the following GASB pronouncements in the current year:

*Governmental Accounting Standards Board Statement No. 99*

In April 2022, the GASB issued Statement No. 99 – *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees.

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

*Governmental Accounting Standards Board Statement No. 100*

In June 2022, the GASB issued Statement No. 100 – *Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**C. Financial Reporting, continued**

*Governmental Accounting Standards Board Statement No. 100, continued*

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position**

**1. Use of Estimates**

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosures of contingent assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements and the reported changes in District net position during the reporting period. Actual results could differ from those estimates.

**2. Cash and Cash Equivalents**

Substantially all of the District's cash is invested in interest bearing accounts. The District considers all highly liquid investments with a maturity of three months or less at the time of purchase to be cash equivalents.

For purposes of the statement of cash flows, cash and cash equivalents have been defined as demand deposits, money market mutual funds, and external cash management pools (local agency investment fund).

**3. Investments and Investment Policy**

The District has adopted an investment policy directing the Assistant General Manager to deposit and invest funds in financial institutions in accordance with California Government Code section 53600. The investment policy applies to all financial assets and investment activities of the District.

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

**4. Fair Value Measurements**

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles.

The hierarchy is based on valuation inputs used to measure the fair value of the asset, as follows:

- **Level 1** – Valuation is based on quoted prices in active markets for identical assets.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued**

**4. Fair Value Measurements, continued**

- **Level 2** – Valuation is based on directly observable and indirectly observable inputs. These inputs are derived principally from or corroborated by observable market data through correlation or market-corroborated inputs. The concept of market-corroborated inputs incorporates observable market data such as interest rates and yield curves that are observable at commonly quoted intervals.
- **Level 3** – Valuation is based on unobservable inputs where assumptions are made based on factors such as prepayment rates, probability of defaults, loss severity and other assumptions that are internally generated and cannot be observed in the market.

**5. Restricted Assets**

Restricted assets are financial resources generated for a specific purpose such as capital projects or debt service. These assets are for the benefit of a specified purpose and, as such, are legally or contractually restricted by an external third-party agreement.

**6. Accounts Receivable – Water Sales and Services**

The District extends credit to customers in the normal course of operations. Management views all accounts receivable as collectible.

**7. Property Taxes and Assessments**

The San Bernardino County Assessor’s Office assesses all real and personal property within the County each year. The San Bernardino County Tax Collector’s Office bills and collects the District’s share of property taxes and/or tax assessments. The San Bernardino County Treasurer’s Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and assessments receivable at year-end are related to property taxes and special assessments collected by the San Bernardino County, which have not been credited to the District’s cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and February 1
Collection dates	December 10 and April 10

**8. Materials and Supplies Inventory**

Materials and supplies inventory consists primarily of water meters, pipe, and pipe fittings for construction and repair to the District’s water transmission and distribution system. Inventory is valued at cost using a weighted average method. Inventory items are charged to expense at the time that individual items are withdrawn from inventory or consumed.

**9. Prepaids**

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued**

**10. Capital Assets**

Capital assets acquired and/or constructed are capitalized at historical cost. District policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at acquisition value at the date of donation and/or historical cost. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized.

Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

***Governmental Activities***

- Infrastructure, street lighting – 30 to 40 years
- Vehicles and equipment – 5 to 10 years

***Business-Type Activities***

- Facility and systems – 10 to 40 years
- Vehicles and equipment – 5 to 10 years

**11. Deferred Outflows of Resources**

The statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets applicable to future periods and, therefore, will *not* be recognized as an outflow of resources (expenditure) until that time. The District has the following pension related items that qualify for reporting in this category:

- Deferred outflow which is equal to the employer contributions made after the measurement date of the net pension liability. This amount will be amortized-in-full against the net pension liability in the next fiscal year.
- Deferred outflow for the net difference between the actual and expected experience which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.
- Deferred outflow for the net change in assumptions which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.
- Deferred outflow for the net difference in projected and actual earnings on investments of the pension plan fiduciary net position. This amount is amortized over a 5-year period.
- Deferred outflow for the net difference in actual and proportionate share of employer contribution, which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.
- Deferred outflow for the net adjustment due to differences in the changes in proportions of the net pension liability which will be amortized over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the Plan.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued**

**12. Compensated Absences**

Accrued Vacation – For each full time, (30 hours per week) employee, vacation days shall be earned per biweekly pay period. From year 1 through 4 years of employment, 80 vacation hours are earned, from year 5 through year 9, 120 vacation hours are earned, from year 10 through year 20, 160 vacation hours are earned, and after 20 years, 200 vacation hours are earned.

Part-time regular employees shall earn vacation prorated on actual hours worked. Exempt positions will, at the time of hire, begin at two (2) weeks per year. Vacation time may be accumulated up to a maximum of 160 hours (4 weeks). An employee may, at the discretion of the District, receive pay on their anniversary date for a maximum of forty (40) hours of his or her earned vacation instead of taking time off. New employees will not be authorized vacation time off until completion of one (1) year of continuous employment. If employment is terminated for any reason, the earned vacation will be paid through the last day of employment.

Accrued Sick Leave – Beginning with the date of employment, sick leave (at 3.69 hours per pay period) shall be credited to the employee. The biweekly pay record will reflect the current sick leave accumulation for each employee. Sick leave is not considered to be vacation and is to be used only during illness or injury. If sick leave is used up due to illness or injury, vacation can be used. An employee with no sick leave or vacation credit shall not receive compensation for days not worked due to illness or injury. Abuse of sick leave is grounds for discipline, up to and including dismissal.

Sick leave may be accumulated up to a maximum of 120 hours. After 120 hours are accumulated, an employee will receive, in December, 100% of the value of the unused sick leave, which exceeds the 120 hours maximum. At the end of each year's employment (anniversary date), 10% of the total accumulated sick leave shall vest in and become the property of the employee subject only to the employee's leaving the District under any condition other than discharge for cause. Upon retirement or resignation from the District, the employee shall be paid 10% for each year of service of the accumulated sick leave.

**13. Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and addition to/deduction from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

- Valuation Date: June 30, 2022
- Measurement Date: June 30, 2023
- Measurement Period: July 1, 2022 to June 30, 2023



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued**

**14. Deferred Inflows of Resources**

The statement of net position will sometimes report a separate section for deferred inflows of resources. This financial statement element, *deferred inflows of resources*, represents an acquisition of net assets applicable to future periods and, therefore, will *not* be recognized as an inflow of resources (revenue) until that time. At June 30, 2024, the District does not have any pension related items that qualify for reporting in this category.

**15. Net Position**

The government-wide financial statements utilize a net position presentation. Net position categories are as follows:

- **Net Investment in Capital Assets** – This component of net position consists of capital assets, net of accumulated depreciation and amortization, and reduced by outstanding balances of any debt, or other long-term borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- **Restricted** – This component of net position consists of constraints placed on net position use imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted** – This component of net position consists of net position that does not meet the definition of net investment in capital assets or restricted components of net position.

**16. Fund Balance**

The financial statements, governmental funds report fund balance as non-spendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- **Nonspendable fund balance** – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- **Restricted fund balance** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions enabling legislation.
- **Committed fund balance** – amounts that can only be used for specific purposes determined by formal action of the District’s highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** – amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.
- **Unassigned fund balance** – the residual classification for the District’s general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(1) Reporting Entity and Summary of Significant Accounting Policies, continued**

**D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position, continued**

**16. Fund Balance, continued**

The Board of Directors established, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. The District considers an ordinance and a resolution as equally binding. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

***Fund Balance Policy***

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned, and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

**17. Water Sales and Services**

Water sales are billed on a monthly basis. Estimated unbilled water revenue through June 30 has been accrued at year-end for the enterprise funds.

**18. Capital Contributions**

Capital contributions represent cash and capital asset additions contributed to the District by property owners, granting agencies, or real estate developers desiring services that require capital connection expenditures or capacity commitment.

**19. Reclassification**

The District has reclassified certain prior year information to conform to current year presentations.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents**

Cash and cash equivalents as of June 30 is classified as follows:

	<b>2024</b>		<b>Total</b>
	<b>Unrestricted</b>	<b>Restricted</b>	
<b>Governmental activity funds:</b>			
Cash and cash equivalents			
General fund	\$ 2,585,760	-	\$ 2,585,760
Parks and recreation fund	2,879,326	-	2,879,326
Street lighting fund	13,529	-	13,529
Solid waste fund	37,528	-	37,528
<b>Total cash and cash equivalents</b>	<b>5,516,143</b>	<b>-</b>	<b>5,516,143</b>
Investments – current			
General fund	1,707,867	-	1,707,867
Parks and recreation fund	1,901,765	-	1,901,765
Street lighting fund	8,936	-	8,936
Solid waste fund	24,786	-	24,786
Subtotal investments – current	<b>3,643,354</b>	<b>-</b>	<b>3,643,354</b>
Investments – non-current			
General fund	1,236,732	-	1,236,732
Parks and recreation fund	1,377,140	-	1,377,140
Street lighting fund	6,471	-	6,471
Solid waste fund	17,949	-	17,949
Subtotal investments – non-current	<b>2,638,292</b>	<b>-</b>	<b>2,638,292</b>
<b>Total investments</b>	<b>6,281,646</b>	<b>-</b>	<b>6,281,646</b>
Total governmental activity funds:	<b>11,797,789</b>	<b>-</b>	<b>11,797,789</b>
<b>Business-type activity funds:</b>			
Cash and cash equivalents			
Water fund	2,839,220	6,186,466	9,025,686
Investments – current			
Water fund	5,944,421	-	5,944,421
Investments – non-current			
Water fund	4,304,581	-	4,304,581
<b>Total investments</b>	<b>10,249,002</b>	<b>-</b>	<b>10,249,002</b>
<b>Total business-type activity funds:</b>	<b>13,088,222</b>	<b>6,186,466</b>	<b>19,274,688</b>
<b>Total cash, cash equivalents,         and investments</b>	<b>\$ 24,886,011</b>	<b>6,186,466</b>	<b>\$ 31,072,477</b>

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents, continued**

Cash and cash equivalents as of June 30 consisted of the following:

	<b>2024</b>		<b>Total</b>
	<b>Unrestricted</b>	<b>Restricted</b>	
Cash on hand	\$ 2,000	-	\$ 2,000
Deposits held with financial institutions	716,858	2,602	719,460
Deposits held with San Bernardino County Treasurer	5,410	-	5,410
California Local Agency Investment Fund	41,663	-	41,663
California Cooperative Liquid Assets Securities System	7,589,432	6,183,864	13,773,296
Investments	16,530,648	-	16,530,648
Total	\$ 24,886,011	6,186,466	\$ 31,072,477

***Investments Authorized by the California Government Code and the District's Investment Policy***

The table below identifies the investment types that are authorized for the District by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

<b>Authorized Investment Type</b>	<b>Maximum Maturity</b>	<b>Maximum Percentage Of Portfolio *</b>	<b>Maximum Investment in One Issuer</b>
State and Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years**	None	None
U.S. Agency Securities	5 years**	None	None
Banker's Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Non-negotiable Certificates of Deposit	1 year	30%	None
Negotiable Certificates of Deposit	5 years	30%	None
Medium-Term Notes	5 years	30%	None
Repurchase agreements	1 year	20%	None
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
Supranational Obligations	N/A	30%	None
County Pooled Investment Funds	N/A	None	None
California Local Agency Investment Fund (LAIF)	N/A	None	None

\* Excluding amounts held by bond trustee that are not subject to California Government Code.

\*\* Except when authorized by the District's legislative body in accordance with Government Code Section 53601

N/A – Not Applicable

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents, continued**

***Investment in the California State Investment Pool***

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Amounts held with LAIF are highly liquid, as deposits can be converted to cash within a twenty-four-hour period without loss of accrued interest. LAIF detail may be obtained from the State of California Treasurer's website at [www.treasurer.ca.gov/pmia-laif/index.asp](http://www.treasurer.ca.gov/pmia-laif/index.asp).

The pool portfolio is invested in a manner that meets the maturity, quality, diversification and liquidity requirements set forth by GASB 79 for external investment pools that elect to measure, for financial reporting purposes, investments at amortized cost. LAIF does not have any legally binding guarantees of share values. LAIF does not impose liquidity fees or redemption gates on participant withdrawals.

***Investment in the California Cooperative Liquid Assets Securities System***

The District is a participant in the California Cooperative Liquid Assets Securities System (CLASS). California CLASS is a Joint Powers Authority investment pool that provides public agencies the opportunity to invest funds on a cooperative basis in rated pools that are managed in accordance with state law with the primary objectives of offering Participants safety, daily and next-day liquidity, and optimized returns.

California CLASS is managed as stable value NAV pool but does not meet all of the specific criteria outlined in GASB 79 Paragraph 4, therefore California CLASS Participants should report their investments in the pool at fair value.

***Custodial Credit Risk***

The custodial credit risk for *deposits* is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. Of the District's bank balances, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the code.

The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit), and, the District's investment policy that requires no more than two-thirds of the District's deposits in a depository shall be collateralized by mortgage-backed securities, with the remainder to be secured by non-mortgage-backed securities.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents, continued**

***Custodial Credit Risk, continued***

The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Of the District’s bank balances, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District’s name.

***Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. The longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio matures, or comes close to maturity evenly over time, as necessary to provide requirements for cash flow and liquidity needed for operations.

The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. Of the bank balances, up to \$250,000 is federally insured and the remaining balance is collateralized in accordance with the Code; however, the collateralized securities are not held in the District’s name.

Information about the sensitivity of the fair values of the District’s investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District’s investments by maturity date:

Investment maturities as of June 30, 2024, were as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Remaining Maturity (in Months)</u>			
		<u>12 Months Or Less</u>	<u>13 to 24 Months</u>	<u>25 to 60 Months</u>	<u>Thereafter</u>
Certificates-of-deposit	\$ 15,546,122	9,585,054	2,571,930	1,791,722	1,504,729
United States Treasury notes	984,526	-	984,526	-	-
Total	<u>16,530,648</u>	<u>9,585,054</u>	<u>3,556,456</u>	<u>1,791,722</u>	<u>1,504,729</u>

***Credit Risk***

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Per the District’s investment policy, credit risk is mitigated by investing in safe securities, and diversifying the investment portfolio so the failure of one issuer would not materially affect the District’s cash flow. Presented below is the minimum rating required by (where applicable) the California Government Code, the District’s investment policy, or debt agreements, and the actual rating as of year-end for each investment type.



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents, continued**

*Credit Risk, continued*

Credit ratings of investments as of June 30, 2024, were as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Ratings AA+ to AA-</u>
Certificates-of-deposit	\$ 15,546,122	N/A	15,546,122	-
United States Treasury notes	984,526	AA+	-	984,526
Total	<u>16,530,648</u>	<u>-</u>	<u>15,546,122</u>	<u>984,526</u>

*Concentration of Credit Risk*

The District's investment policy contains various limitations on the amounts that can be invested in any one governmental agency or non-governmental issuer as stipulated by the California Government Code.

Instruments in any one issuer that represent 5% or more of the District's investments as of June 30, 2024 are as follows (excluding external investment pools and debt explicitly guaranteed by the U.S. government):

<u>Deposit &amp; Investment</u>	<u>Issuer Type</u>	<u>Fair Value Holdings</u>	<u>Percentage Holdings</u>
California Cooperative Liquid Assets Securities System	Joint Powers Authority investment pool	\$ 13,773,296	45.39%
Desert Community Bank	Certificates-of-deposit	13,443,244	44.30%

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(2) Cash and Cash Equivalents, continued**

***Fair Value Measurements***

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Investments measured at fair value on a recurring and non-recurring basis, are as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Fair Value Measurements Using</u>		
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Certificates-of-deposit	\$ 15,546,122	-	15,546,122	-
United States Treasury notes	984,526	984,526	-	-
Total investments measured at fair value	<u>16,530,648</u>	<u>984,526</u>	<u>15,546,122</u>	<u>-</u>
Investments measured at amortized cost:				
California Local Agency Investment Fund	41,663			
California Cooperative Liquid Assets Securities System	<u>13,773,296</u>			
Total investments measured at amortized cost	<u>13,814,959</u>			
Total	<u>\$ 30,345,607</u>			

**(3) Leases Receivable**

***Governmental Activities:***

Changes in leases receivable at June 30 were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Principal Payments</u>	<u>Balance 2024</u>	<u>Deferred Inflows</u>
C & G Partners	\$ 179,338	-	(125,277)	54,061	(48,508)
Circle Green	55,213	-	(55,213)	-	-
Asplundh	-	215,261	(67,854)	147,407	(143,508)
Total leases receivable	<u>234,551</u>	<u>215,261</u>	<u>(248,344)</u>	<u>201,468</u>	<u>(192,016)</u>
Less: current portion	<u>(176,066)</u>			<u>(125,743)</u>	
Total non-current portion	<u>\$ 58,485</u>			<u>75,725</u>	

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(3) Leases Receivable, continued**

***C & G Partners***

On November 7, 2018, the District entered into a lease agreement with C & G Partners LLC (C&G), whereby C&G has agreed to pay the District for approximately 106 acres of real property known as “Home Field” and approximately 160 acres of real property known as “George’s Field” for the purpose of developing the property to operate various types of emerging green technologies, including; composting, food waste digestion, organic farming, and possibly green power generation. The terms of the agreement require C&G to pay the District in monthly installments through November 2024. Monthly installments are adjusted annually at 3.00% following the anniversary of the lease commencement date

Following the guidelines of *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 2.70%. The deferred lease inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024, deferred lease inflows were reported at \$48,508.

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 54,061	367	54,428	(48,508)
Totals	54,061	367	54,428	(48,508)
Less: current portion	(54,061)			
Total non-current	\$ -			

***Circle Green***

On July 18, 2018, the District entered into a lease agreement with Circle Green Inc. (Circle Green), whereby Circle Green has agreed to pay the District for approximately 157 acres of real property at 17900 Sheep Creek Road for the purpose of site management, composting, and other related activities. The terms of the agreement require Circle Green to pay the District in monthly installments through July 2024. Monthly installments are adjusted annually at 3.00% following the anniversary of the lease commencement date.

Following the guidelines of *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 2.70%. The deferred lease inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024, the lease had matured and was received-in-full. In the current year Circle Green purchased the property from the District.

***Asplundh***

On May 24, 2023, the District entered into a lease agreement with Asplundh Construction, Inc. (Asplundh), whereby Asplundh has agreed to pay the District for the purpose of temporarily using approximately seven acres of property for the purpose of operating a dust-free, light duty construction yard for the storage of commercial autos, trailers, and equipment for the jobs in which it is involved thereon. The terms of the agreement require Asplundh to pay the District in monthly installments through June 2026. Monthly installments are adjusted annually at 0.00% following the anniversary of the lease commencement date

Following the guidelines of *GASB Statement No. 87*, the District recorded a lease receivable and a deferred inflow at present value using a discount rate of 5.50%. The deferred lease inflow is amortized on a straight-line basis over the term of the lease. As of June 30, 2024, deferred lease inflows were reported at \$143,507.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(3) Leases Receivable, continued**

Future payments to be received and deferred inflows as of June 30, 2024, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Deferred Inflows</u>
2025	\$ 71,682	6,318	78,000	(71,754)
2026	75,725	2,275	78,000	(71,754)
Totals	147,407	8,593	156,000	(143,508)
Less: current portion	(71,682)			
Total non-current	\$ 75,725			

**(4) Capital Assets**

**Governmental Activities:**

Changes in capital assets at June 30 were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2024</u>
Non-depreciable assets:				
Land	\$ 2,947,622	-	(673,500)	2,274,122
Construction in progress	541,445	90,934	-	632,379
Total non-depreciable assets	3,489,067	90,934	(673,500)	2,906,501
Depreciable assets:				
Building	540,000	-	(540,000)	-
Land improvements	1,401,575	-	-	1,401,575
Wells	24,840	-	-	24,840
Planning and development	119,240	-	-	119,240
Equipment	55,074	-	-	55,074
Total depreciable assets	2,140,729	-	(540,000)	1,600,729
Accumulated depreciation:				
Building	(491,501)	(3,862)	495,363	-
Land improvements	(1,039,779)	(67,646)	-	(1,107,425)
Wells	(24,840)	-	-	(24,840)
Planning and development	(90,421)	(9,621)	-	(100,042)
Equipment	(25,111)	(9,087)	-	(34,198)
Total accumulated depreciation	(1,671,652)	(90,216)	495,363	(1,266,505)
Total depreciable assets, net	469,077	(90,216)	(44,637)	334,224
Total capital assets, net	\$ 3,958,144	718	(718,137)	3,240,725

Major governmental fund capital asset additions during fiscal year 2024, include additions to construction in progress of \$90,934 that is comprised of Phelan Park expansion capital project additions: There were no additions to depreciable assets. Disposals included land of \$673,500 and building structures of \$540,000.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(4) Capital Assets, continued**

***Business-type Activities:***

Changes in capital assets at June 30, were as follows:

	<u>Balance 2023</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance 2024</u>
Non-depreciable assets:				
Land	\$ 1,780,276	-	-	1,780,276
Water rights	16,371,783	-	-	16,371,783
Construction in progress	<u>2,525,877</u>	<u>1,733,130</u>	<u>(3,183,880)</u>	<u>1,075,127</u>
Total non-depreciable assets	<u>20,677,936</u>	<u>1,733,130</u>	<u>(3,183,880)</u>	<u>19,227,186</u>
Depreciable and amortizable assets:				
Building	6,286,664	-	-	6,286,664
Transmission and distribution mains	18,644,150	-	-	18,644,150
Reservoirs	4,187,496	-	-	4,187,496
Pumping Station	4,114,808	57,726	-	4,172,534
Wells	5,923,429	2,583,659	-	8,507,088
Tanks	2,281,723	-	-	2,281,723
Hydrants and telemetry control	191,670	-	-	191,670
Meters	2,258,856	600,221	(576,346)	2,282,731
Planning and development	3,850,515	-	-	3,850,515
Vehicles and equipment	3,021,117	70,504	(33,606)	3,058,015
Right-to-use equipment	<u>-</u>	<u>28,260</u>	<u>-</u>	<u>28,260</u>
Total depreciable and amortizable assets	<u>50,760,428</u>	<u>3,340,370</u>	<u>(609,952)</u>	<u>53,490,846</u>
Accumulated depreciation and amortization:				
Building	(360,226)	(38,155)	-	(398,381)
Transmission and distribution mains	(14,327,913)	(345,357)	-	(14,673,270)
Reservoirs	(3,522,743)	(141,358)	-	(3,664,101)
Pumping Station	(3,432,956)	(88,757)	-	(3,521,713)
Wells	(2,659,110)	(207,787)	-	(2,866,897)
Tanks	(949,227)	(67,314)	-	(1,016,541)
Hydrants and telemetry control	(191,670)	-	-	(191,670)
Meters	(692,826)	(125,424)	576,344	(241,906)
Planning and development	(2,794,978)	(273,377)	-	(3,068,355)
Vehicles and equipment	(3,810,098)	(489,131)	33,606	(4,265,623)
Right-to-use equipment	<u>-</u>	<u>(1,570)</u>	<u>-</u>	<u>(1,570)</u>
Total accumulated depreciation and amortization	<u>(32,741,747)</u>	<u>(1,778,230)</u>	<u>609,950</u>	<u>(33,910,027)</u>
Total depreciable and amortizable assets, net	<u>18,018,681</u>	<u>1,562,140</u>	<u>(2)</u>	<u>19,580,819</u>
Total capital assets, net	<u>\$ 38,696,617</u>	<u>3,295,270</u>	<u>(3,183,882)</u>	<u>38,808,005</u>

Major enterprise fund capital asset additions during fiscal year 2024, include additions to land of \$25,000 and construction in progress of \$1,733,130 that is comprised of the following capital project additions: Well 15 development of \$810,858, meters and installation of \$599,682, administrative property additions of \$209,529, and various miscellaneous projects totaling \$113,061. Additions to depreciable assets sourcing from construction-in-progress include \$2,583,659 added to wells, \$600,221 added to meters, \$57,726 added to pumping station, \$70,504 added to vehicles and equipment, and \$28,260 added in right-to-use equipment.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(4) Capital Assets, continued**

Major enterprise fund capital asset disposals included a meter replacements and partial disposals of \$576,346 and two vehicle dispositions of \$60,884.

Depreciation expense was charged to various functions for the year ended June 30 as follows:

	<b>2024</b>
Governmental activities:	
General government	\$ 3,863
Parks and Recreation	86,353
Total governmental activities	90,216
Business type activities:	
Water Fund	1,778,230
Total business-type activities	1,778,230
Total depreciation expense	\$ 1,868,446

**(5) Compensated Absences**

Compensated absences comprise unpaid vacation leave that accrue when benefits are fully vested and are determined annually. Compensated absences for governmental funds will generally be liquidated through the general fund. The balance in the proprietary fund will be liquidated through the water fund.

The change to compensated absence balances at June 30 were as follows:

*Governmental:*

<b>Balance 2023</b>	<b>Earned</b>	<b>Taken</b>	<b>Balance 2024</b>	<b>Due Within One Year</b>	<b>Due in more than one year</b>
\$ 22,709	25,212	(28,566)	19,355	9,678	9,677

*Enterprise:*

<b>Balance 2023</b>	<b>Earned</b>	<b>Taken</b>	<b>Balance 2024</b>	<b>Due Within One Year</b>	<b>Due in more than one year</b>
\$ 242,685	299,955	(307,777)	234,863	117,432	117,431



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(6) Long-term Debt**

Changes in long-term debt at June 30 were as follows:

	<b>Balance 2023</b>	<b>Additions</b>	<b>Payments</b>	<b>Balance 2024</b>
<b>Lease payable:</b>				
Xerox Financial – equipment lease	\$ -	28,260	(1,451)	26,809
<b>Loans payable:</b>				
State Dept of Transportation – 22784-00	32,852	-	(26,252)	6,600
CIEDB – 14-101	5,540,170	-	(221,504)	5,318,666
MFC – 21-002	4,767,010	-	(393,377)	4,373,633
MFC – Civic Center Site Lease	6,040,000	-	(188,441)	5,851,559
Total loans payable	16,380,032	-	(829,574)	15,550,458
<b>Total long-term debt payable</b>	16,380,032	28,260	(831,025)	15,577,267
<b>Less: current portion lease and loans</b>	(829,574)			(843,622)
<b>Total non-current portion</b>	\$ 15,550,458			14,733,645

***Xerox Financial – Equipment Lease***

On May 1, 2024, the Agency entered into an agreement with Xerox Financial Services, LLC, (Xerox), to lease copier equipment for use in the District’s administrative office. Terms of the agreement commenced on May 1, 2024, for a period of 32 months, with rent due monthly at \$853 per month for the entire lease term.

Following the guidelines set forth by *GASB Statement No. 87*, the Agency has recorded a right-to-use asset and a lease payable at present value with an implicit rate of 5.50%. The right-to-use asset is amortized on a straight-line basis over the term of the lease.

Annual lease payments are as follows:

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2025	\$ 8,990	1,250	10,240
2026	9,497	743	10,240
2027	8,322	211	8,533
Totals	26,809	2,204	29,013
Less: current portion	(8,990)		
Total non-curren \$	17,819		

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(6) Long-term Debt, continued**

***Loan payable – State Department of Transportation – 22784-00 Utility Agreement***

In 2014, the State of California (State), acting by and through the Department of Transportation, proposed a project to widen roads to 4 lanes from SR-18 to I-15 and construct a 14ft wide Median Buffer that affected a portion of the District’s facilities. Thus, the District was ordered by the State to relocate identified facilities to avoid conflict with the State’s widening project to accommodate the State’s project. Total estimated costs of the State project amounted to \$710,829.

The State agreed to advance the District the sum of \$252,633, in accordance with Section 706 of the Streets and Highways Code, to cover the District’s portion of the cost of the work to be undertaken by the State. The interest rate shall be the rate of earnings of the Surplus Money Investment Fund and computation shall be in accordance with Section 1268.350 of the Code of Civil Procedure. The current annual interest rate for the amount advanced of \$252,633 is 0.912%. The term of the agreement is ten years from October 2014. Principal and interest payments are due quarterly during the year at January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 6,600	15	6,615
Totals	6,600	15	6,615
Less: current portion	(6,600)		
Total non-curren \$	<u>-</u>		

***California Infrastructure & Economic Development Bank – 14-101 (previously 12-101) Installment Sale Agreement***

In 2013, the District entered into an agreement for loan number 12-101 with the California Infrastructure and Economic Development Bank (CIEDB) to fund the purchase of water rights in the amount of \$7,500,000 with an interest rate of 2.29%. The term of the agreement is thirty years from December 2013. In March 2014, the loan was rewritten under number 14-101 with a reduced interest rate of 2.04%. Interest only payments are due each February 1st, with principal and interest payments due each August 1st.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 226,577	106,190	332,767
2026	231,766	101,515	333,281
2027	237,073	96,732	333,805
2028	242,502	91,841	334,343
2029	248,055	86,837	334,892
2030-2034	1,328,131	355,027	1,683,158
2035-2039	1,487,329	211,585	1,698,914
2040-2043	1,317,233	54,504	1,371,737
Totals	5,318,666	1,104,231	6,422,897
Less: current portion	(226,577)		
Total non-curren \$	<u>5,092,089</u>		

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(6) Long-term Debt, continued**

***Municipal Finance Corporation – 21-002 Refinancing of CIEDB – 02-033 and MFC – 14-003***

In 2021, the District entered into an agreement for loan number 21-002 with Municipal Finance Corporation (MFC) to refinance loan number 02-033 with CIEDB and loan number 14-003 with MFC to take advantage of lower interest rates. The District borrowed \$5,567,101 from MFC for the purpose of defeasance of the CIEDB – 02-033 loan balance of \$1,746,964 and the MFC – 14-033 loan balance of \$3,820,137. The loan matures on August 1, 2034 and has an interest rate of 2.80%. Interest only payments are due each February 1<sup>st</sup>, with principal and interest payments due each August 1<sup>st</sup>.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 404,149	118,073	522,222
2026	415,217	107,005	522,222
2027	426,588	95,634	522,222
2028	438,271	83,951	522,222
2029	450,275	71,947	522,222
2030-2034	2,071,991	172,604	2,244,595
2035	167,142	2,339	169,481
Totals	4,373,633	651,553	5,025,186
Less: current portion	(404,149)		
Total non-curren \$	<u>3,969,484</u>		

***Municipal Finance Corporation – Civic Center Site Lease***

In 2023, the District entered into a lease agreement with Municipal Finance Corporation for the purpose of financing the acquisition and construction of the District’s administrative facility (Civic Center). The District borrowed \$6,040,000 from MFC. The loan matures on January 13, 2043 and has a tax-exempt interest rate of 4.65%. Principal and interest payments are due each January 13<sup>th</sup> and July 13<sup>th</sup>.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 197,306	269,804	467,110
2026	206,589	260,521	467,110
2027	216,308	250,802	467,110
2028	226,485	240,625	467,110
2029	237,140	229,970	467,110
2030-2034	1,363,927	971,623	2,335,550
2035-2039	1,716,413	619,137	2,335,550
2040-2043	1,687,391	181,050	1,868,441
Totals	5,851,559	3,023,532	8,875,091
Less: current portion	(197,306)		
Total non-current \$	<u>5,654,253</u>		

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(7) Defined Benefit Pension Plan**

***Plan Description***

All qualified permanent and probationary employees are eligible to participate in the District’s cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and District’s resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

***Benefits Provided***

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Classic and PEPRA members with five years of total service are eligible to retire at age 50 or age 52 with statutorily reduced benefits, respectively. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees’ Retirement Law.

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The legislation closed the District’s CalPERS 2.5% at 55 Risk Pool Retirement Plan to new employee entrants effective December 31, 2012. For employees hired prior to January 1, 2013, who are current members of CalPERS or a reciprocal agency as of December 31, 2012 and have not been separated from service from such agency for more than six months, the retirement benefit is 2.5% @ 55 years of age; highest single year of compensation. All other employees hired on or after January 1, 2013, the retirement benefit is 2.0% @ 52 years of age; 3-year final compensation.

The Plans’ provision and benefits in effect at June 30, 2024 are summarized as follows:

	<b>Miscellaneous Plan</b>		
	<b>Classic</b>	<b>New Classic</b>	<b>PEPRA</b>
Hire date	Prior to January 1, 2011	On or after January 1, 2011 - December 31, 2012	On or after January 1, 2013
Benefit formula	2.5% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 55	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.1% to 2.4%	1.0% to 2.5%
Required employee contribution rates	7.96%	6.93%	7.75%
Required employer contribution rates	13.34%	10.10%	7.68%

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(7) Defined Benefit Pension Plan, continued**

***Contributions***

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates, for all public employers, be determined on an annual basis by the actuary and shall be effective on July 1 following notice of the change in rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the fiscal year ended June 30, 2024 the contributions for the Plan were as follows:

		<u>Miscellaneous Plan</u>
Contributions – employer	\$	259,964
Contributions – employee (paid by employer)		96,841
Total employer paid contributions	\$	<u>356,805</u>

***Net Pension Liability***

As of the fiscal year ended June 30, 2024, the District reported a net pension liability for its proportionate share of the Plan as follows:

	<u>Proportionate Share of Net Pension Liability</u>		
	<u>Governmental</u>	<u>Enterprise</u>	<u>Total</u>
Miscellaneous plan \$	<u>22,258</u>	<u>200,350</u>	<u>222,608</u>

The District's net pension liability is measured as the proportionate share of the Plan's net pension liability. The net pension liability of the Plan is measured as of June 30, 2023 (the measurement date), and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022 (the valuation date), rolled forward to June 30, 2023, using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the pension liability for the Plan as of the measurement date June 30, 2023, was as follows:

	<u>Miscellaneous</u>
Proportion – June 30, 2022	0.00030%
Proportion – June 30, 2023	<u>0.00178%</u>
Change – Increase(Decrease)	<u>0.00148%</u>

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(7) Defined Benefit Pension Plan, continued**

*Deferred Pension Outflows (Inflows) of Resources*

For the fiscal year ended June 30, 2024, the District recognized pension expense of \$458,368.

At June 30, 2024 the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to the measurement date	\$ 259,964	-
Net difference between actual and expected experience	9,608	-
Net change in assumptions	13,440	-
Net difference between projected and actual earnings on plan investments	36,044	-
Net difference between actual contribution and proportionate share of contribution	43,767	-
Net adjustment due to differences in proportions of net pension liability	253,800	-
Total	<u>\$ 616,623</u>	<u>-</u>

As of June 30, 2024, employer pension contributions reported as deferred outflows of resources related to contributions subsequent to the measurement date of \$259,964 will be recognized as an reduction to the net pension liability for the fiscal year ended June 30, 2025.

At June 30, 2024, the District recognized other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension, which will be recognized as pension expense as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Deferred Net Outflows/(Inflows) of Resources</u>
2024	\$ 222,052
2025	161,428
2026	(43,351)
2027	16,530



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(7) Defined Benefit Pension Plan, continued**

***Actuarial Assumptions***

The total pension liability in the June 30, 2022, actuarial valuation report was determined using the following actuarial assumptions:

Valuation date	June 30, 2022
Measurement date	June 30, 2023
Actuarial cost method	Entry age normal in accordance with the requirements of GASB Statement No. 68
 Actuarial assumptions:	
Discount rate	6.90%
Inflation	2.30%
Salary increases	Varies by entry age and service
Investment rate of return	6.90 % net of pension plan investment and administrative expenses; includes inflation
Mortality rate table*	Derived using CalPERS' membership data for all funds contract COLA up to 2.30% until purchasing power protection allowance floor on purchasing power applies, 2.75% thereafter
Post retirement benefit	

\* The mortality table used above was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2014 Experience Study report. Further details of the Experience Study can be found on the CalPERS website.

***Discount Rate***

The discount rate used to measure the total pension liability was 6.90% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, the amortization and smoothing periods recently adopted by CalPERS were utilized. The crossover test was performed for a miscellaneous agent plan and a safety agent plan selected as being more at risk of failing the crossover test and resulting in a discount rate that would be different from the long-term expected rate of return on pension investments.

Based on the testing of the plans, the tests revealed the assets would not run out. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(7) Defined Benefit Pension Plan, continued**

***Discount Rate, continued***

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1–10*</u>
Global equity - cap-weighted	30.00%	4.54%
Global equity - cap-weighted	12.00%	3.84%
Private equity	13.00%	7.28%
Tteasury	5.00%	0.27%
Mortgage-backed securities	5.00%	0.50%
Investment grade corporates	10.00%	1.56%
High yield	5.00%	2.27%
Emerging market debt	5.00%	2.48%
Private debt	5.00%	3.57%
Real assets	15.00%	3.21%
Leverage	-5.00%	-0.59%
Total	<u>100.00%</u>	

\* An expected inflation of 2.5% used for this period

***Sensitivity of the Proportionate Share of Net Pension Liability to Changes in the Discount Rate***

The following table presents the District’s proportionate share of the net position asset for the Plan, calculated using the discount rate, as well as what the District’s proportional share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate.

At June 30, 2024, the discount rate comparison was as follows:

	<u>Discount Rate - 1%</u>	<u>Current Discount Rate</u>	<u>Discount Rate + 1%</u>
	<u>5.90%</u>	<u>6.90%</u>	<u>7.90%</u>
District's net pension liability(asset)      \$	<u>978,238</u>	<u>222,608</u>	<u>(399,341)</u>

***Payable to the Pension Plan***

At June 30, 2024, the District did not have an outstanding amount of contributions payable to the pension plan.

***Pension Plan Fiduciary Net Position***

Detailed information about the pension plan’s fiduciary net position is available in separately issued CALPERS financial reports. See pages 69 and 70 for the Required Supplementary Schedules.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(8) Net Position**

Net investment in capital assets is calculated as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Capital assets – not being depreciated	\$ 2,906,501	19,227,186	22,133,687
Capital assets – being depreciated, net	334,224	19,580,819	19,915,043
Long-term debt – current portion	-	(843,622)	(843,622)
Long-term debt – long-term portion	-	(14,733,645)	(14,733,645)
Less: bond proceeds unspent	-	6,186,466	6,186,466
Total	<u>\$ 3,240,725</u>	<u>29,417,204</u>	<u>32,657,929</u>

Restricted net position is designated as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Water operations bond proceeds unspent	\$ -	6,186,466	6,186,466
Total	<u>\$ -</u>	<u>6,186,466</u>	<u>6,186,466</u>

Unrestricted net position is designated as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
General	\$ 5,615,140	-	5,615,140
Parks and recreation	6,098,051	-	6,098,051
Street lighting	23,868	-	23,868
Solid waste	94,987	-	94,987
Materials and supplies inventory	-	320,870	320,870
Prepaid expenses and other assets	-	434,126	434,126
Water operations and capital replacement	-	7,654,980	7,654,980
Total	<u>\$ 11,832,046</u>	<u>8,409,976</u>	<u>20,242,022</u>

**(9) Internal Balances**

***Interfund Transfers***

Interfund transfers consist of the following for the year ended June 30, 2024:

<u>Transfer from</u>	<u>Transfer to</u>	<u>Purpose</u>	<u>Amount</u>
<b><i>Interfund Operational Transfers:</i></b>			
General	Water	Operations	\$ 185,165
Solid Waste	Parks & Rec	Operations	<u>232,000</u>
		Total transfers	<u>\$ 417,165</u>

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(9) Internal Balances, continued**

*Interfund Operational Transfers*

During the fiscal year ended June 30, 2024, interfund transfers between the General and Water funds were designated by the Board to utilize resources from General fund revenue to help balance the Water fund budget. The funds were transferred accordingly.

During the fiscal year ended June 30, 2024, interfund transfers between the Parks and Recreation and Solid Waste funds were designated by the Board to transfer any funds remaining from current fiscal years operations from Solid Waste fund to assist in funding operations of the Parks and Recreation fund. The funds were transferred accordingly.

**(10) Fund Balance**

Fund balances are presented in the following categories: non-spendable, restricted, committed, assigned, and unassigned (See Note 1.D.16 for a description of these categories). Fund balances and their funding composition at June 30, 2024 is as follows:

Fund Balance Category	
Assigned:	
Parks and recreation	\$ 6,098,051
Street lighting	23,868
Solid waste	94,987
Total assigned fund balance	6,216,906
Unassigned fund balance:	
General fund	5,585,639
Total fund balance	\$ 11,802,545

**(11) Chromium-6 Surcharge**

The District’s water wells have traces of naturally occurring Chromium-6, which exceed the maximum contaminant levels (MCL) under new state regulations and must reduce the MCL to meet state goals. The District decided to blend its water supply with water that does not contain Chromium-6 to reduce the levels of Chromium-6. The District estimated the cost to comply with the new regulations to be approximately \$17 million. The District was seeking grants and low interest loans to help reduce the impact to the customers. The District was in the process of implementing its compliance project when the State Water Resources Control Board reversed its ruling, changing the MCL back to previous levels. It is expected that the MCL will be reduced again soon. The District spent approximately \$4.5 million toward the compliance project and has approved an additional \$6.6 million in projects to meet the state mandates. The total of approximately \$11.1 million for the revised projects is less than the original estimate of \$17 million. The District will continue to collect the surcharge from customers to recover the funds expended. At June 30, 2024, the Chromium-6 surcharge amounted to \$850,149 for the fiscal year.

**(12) Risk Management**

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(12) Risk Management, continued**

At June 30, 2024, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, personal injury and property damage, public officials' and employees' errors and omissions, up to \$2,500,000 for each wrongful act, subject to a \$500 deductible per occurrence for third party general liability property damage and \$1,000 per occurrence for third party auto liability property damage. 50% co-insurance of cost expended by SDRMA, in excess of \$10,000 up to \$50,000, per occurrence, for employment related claims. However, 100% of the obligation will be waived if certain criteria are met, as provided in the Memorandum of Coverage's.

In addition to the above, the District also has the following insurance coverage:

- Employee and Public officials' dishonesty coverage up to \$1,000,000 per loss includes public employee or officials' dishonesty, forgery or alteration and theft, disappearance, and destruction coverage, subject to a \$10,000 deductible.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined member (pool) total of \$1.0 Billion per occurrence, subject to a \$1,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence, unless otherwise specified.
- Public officials' personal liability up to \$500,000 each occurrence, with an annual aggregate of \$500,000 per elected/appointed official to which this coverage applies, subject to the terms and a \$500 deductible per claim.
- Comprehensive and Collision: on selected vehicles, with deductibles of \$250/\$500 or \$500/\$1,000, as elected; ACV limits; fully self-funded by SDRMA.
- Workers compensation insurance with statutory limits per occurrence and employer's liability coverage up to \$5,000,000, subject to the terms, conditions, and exclusions as provided in the Memorandum of Coverage's.

Settled claims have not exceeded any of the coverage amounts in the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2024. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no material IBNR claim payables as of June 30, 2024.

**(13) Governmental Accounting Standards Board Statements Issued, Not Yet Effective**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2024, that have effective dates that may impact future financial presentations.

***Governmental Accounting Standards Board Statement No. 101***

In June 2022, the GASB issued Statement No. 101 – *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(13) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued**

***Governmental Accounting Standards Board Statement No. 101, continued***

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 102***

In December 2023, the GASB issued Statement No. 102 – *Certain Risk Disclosures*. The primary objective of this Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

***Governmental Accounting Standards Board Statement No. 103***

In April 2024, the GASB issued Statement No. 103 – *Financial Reporting Model Improvements*. The primary objective of this Statement is to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government's accountability. Also, this Statement: (1) continues the requirement that the basic financial statements be preceded by management's discussion and analysis (MD&A), which is presented as required supplementary information (RSI); (2) describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence; (3) requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses; (4) requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements; and (5) requires governments to present budgetary comparison information using a single method of communication—RSI.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.



**Phelan Piñon Hills Community Services District**  
**Notes to the Basic Financial Statements, continued**  
**For the Fiscal Year Ended June 30, 2024**

**(14) Commitments and Contingencies**

*Grant Awards*

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

*Litigation*

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

**(15) Subsequent Event**

Events occurring after June 30, 2024 have been evaluated for possible adjustment to the financial statements or disclosure as of November 13, 2024, which is the date the financial statements were available to be issued. The District is not aware of any further subsequent events that would require recognition or disclosure in the financial statements.

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## **Required Supplementary Information**

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**Phelan Pinon Hills Community Services District**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget to Actual – General Fund**  
**For the Year Ended June 30, 2024**

	<b>Final Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>			
Property taxes	\$ 873,362	1,066,723	193,361
Charges for services	394,720	340,491	(54,229)
Investment earnings	128,000	240,364	112,364
Other	-	700,000	700,000
<b>Total revenues</b>	<b>1,396,082</b>	<b>2,347,578</b>	<b>951,496</b>
<b>Expenditures:</b>			
Salaries and benefits	-	142	(142)
Materials and services	80,486	33,606	46,880
<b>Total expenditures</b>	<b>80,486</b>	<b>33,748</b>	<b>46,738</b>
<b>Excess of revenues over expenditures</b>	<b>1,315,596</b>	<b>2,313,830</b>	<b>998,234</b>
<b>Other financing sources(uses):</b>			
Transfers out	(104,000)	(185,165)	(81,165)
<b>Total other financing sources</b>	<b>(104,000)</b>	<b>(185,165)</b>	<b>(81,165)</b>
<b>Net change in fund balance</b>	<b>1,211,596</b>	<b>2,128,665</b>	<b>\$ 917,069</b>
<b>Fund balance – beginning of period</b>	<b>3,456,974</b>	<b>3,456,974</b>	
<b>Fund balance – end of period</b>	<b>\$ 4,668,570</b>	<b>5,585,639</b>	

**Pinon Hills Community Services District**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget to Actual – Parks and Recreation Fund**  
**For the Year Ended June 30, 2024**

	<b>Final Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>			
Property taxes	\$ 780,000	760,527	(19,473)
Charges for services	21,027	30,036	9,009
Investment earnings	200,000	248,199	48,199
<b>Total revenues</b>	<u>1,001,027</u>	<u>1,038,762</u>	<u>37,735</u>
<b>Expenditures:</b>			
Salaries and benefits	431,950	338,950	93,000
Materials and services	342,018	216,439	125,579
Utilities	4,056	30,319	(26,263)
Capital outlay	-	90,934	(90,934)
<b>Total expenditures</b>	<u>778,024</u>	<u>676,642</u>	<u>101,382</u>
<b>Excess of revenues over expenditures</b>	<u>223,003</u>	<u>362,120</u>	<u>139,117</u>
<b>Other financing sources(uses):</b>			
Transfers in	-	232,000	232,000
<b>Total other financing sources</b>	<u>-</u>	<u>232,000</u>	<u>232,000</u>
<b>Net change in fund balance</b>	223,003	594,120	\$ <u>371,117</u>
<b>Fund balance – beginning of period</b>	<u>5,503,931</u>	<u>5,503,931</u>	
<b>Fund balance – end of period</b>	<u>\$ 5,726,934</u>	<u>6,098,051</u>	

**Pinon Hills Community Services District  
Schedule of Revenues, Expenditures and Changes in Fund Balance  
Budget to Actual – Street Lighting Fund  
For the Year Ended June 30, 2024**

	<u>Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance Positive (Negative)</u>
<b>Revenues:</b>			
Property taxes	\$ 20,000	20,375	(375)
Investment earnings	-	603	(603)
<b>Total revenues</b>	<u>20,000</u>	<u>20,978</u>	<u>(375)</u>
<b>Expenditures:</b>			
Utilities	<u>18,691</u>	<u>20,374</u>	<u>(1,683)</u>
<b>Total expenditures</b>	<u>18,691</u>	<u>20,374</u>	<u>(1,683)</u>
<b>Excess(deficiency) of revenues over expenditures</b>	<u>1,309</u>	<u>604</u>	<u>1,308</u>
<b>Net change in fund balance</b>	1,309	604	\$ <u>1,308</u>
<b>Fund balance – beginning of period</b>	<u>23,264</u>	<u>23,264</u>	
<b>Fund balance – end of period</b>	<u>\$ 24,573</u>	<u>23,868</u>	

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**Pinon Hills Community Services District**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget to Actual – Solid Waste Fund**  
**For the Year Ended June 30, 2024**

	<b>Final Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>			
Franchise fees	\$ 349,040	375,721	26,681
Investment earnings	8,000	7,689	(311)
Other	120	75,360	75,240
<b>Total revenues</b>	<b>357,160</b>	<b>458,770</b>	<b>101,610</b>
<b>Expenditures:</b>			
Salaries and benefits	341,455	123,401	218,054
Materials and services	118,021	103,994	14,027
<b>Total expenditures</b>	<b>459,476</b>	<b>227,395</b>	<b>232,081</b>
<b>Excess of revenues over expenditures</b>	<b>(102,316)</b>	<b>231,375</b>	<b>333,691</b>
<b>Other financing sources(uses):</b>			
Transfers out	-	(232,000)	(232,000)
<b>Total other financing sources</b>	<b>-</b>	<b>(232,000)</b>	<b>-</b>
<b>Net change in fund balance</b>	<b>(102,316)</b>	<b>(625)</b>	<b>\$ 333,691</b>
<b>Fund balance – beginning of period</b>	<b>95,612</b>	<b>95,612</b>	
<b>Fund balance – end of period</b>	<b>\$ (6,704)</b>	<b>94,987</b>	

**Phelan Pinon Hills Community Service District**  
**Notes to the Required Supplementary Information**  
**June 30, 2024**

**Basis of Budgeting**

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year, the District's General Manager and Administrative Services Manager prepare and submit a capital and operating budget to the Board of Directors and adopted no later than June of each year. Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government and proprietary funds. Annual budgets are adopted on the modified accrual basis of accounting for government fund types and accrual basis for the proprietary fund. The adopted budget becomes operative on July 1.

The Board of Directors must approve all supplemental appropriations to the budget and transfers between major funds. The legal level of budgetary control is at the fund level. Budget information is presented as required supplementary information for the General, Parks and Recreation, Street Lighting, and Solid Waste Funds.

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**Phelan Pinon Hills Community Service District**  
**Schedules of the District's Proportionate Share of the Net Pension Liability (Asset) (CalPERS)**  
**As of June 30, 2024**  
**Last Ten Years**

	Measurement Date									
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
District's proportion of the net pension liability(asset)	0.00178%	0.00030%	-0.00997%	0.00019%	0.00122%	0.00067%	0.00085%	0.00034%	-0.00064%	-0.00059%
District's proportionate share of the net pension liability(asset)	\$ 222,608	34,656	(539,181)	(20,746)	124,704	64,920	84,343	29,638	(43,699)	(36,475)
District's covered payroll	\$ 2,171,915	1,951,328	1,808,252	1,581,807	1,492,311	1,356,824	1,501,918	1,260,143	1,184,091	1,106,270
District's proportionate share of the net pension liability as a as a percentage of its covered payroll	10.25%	1.78%	-29.82%	-1.31%	8.36%	4.78%	5.62%	2.35%	-3.69%	-3.30%
District's fiduciary net position as a percentage of the Plan's total pension liability	96.02%	99.27%	127.83%	100.69%	95.18%	97.00%	95.74%	98.20%	103.19%	103.43%
District's proportionate share of aggregate employer contributions	\$ 223,011	243,313	168,046	135,846	102,066	80,076	71,772	60,285	48,918	-

**Notes to schedule:**

There were no changes in benefits.

Changes in assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses.

The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%

From fiscal year June 30, 2018 to June 30, 2019:

The inflation rate was reduced from 2.75% to 2.50%

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no changes in assumptions.

From fiscal year June 30, 2021 to June 30, 2022:

There were no changes in assumptions.

From fiscal year June 30, 2022 to June 30, 2023:

The discount rate was reduced from 7.15% to 6.90%

The inflation rate was reduced from 2.50% to 2.30%

From fiscal year June 30, 2023 to June 30, 2024:

There were no changes in assumptions.

**Phelan Pinon Hills Community Service District**  
**Schedules of Pension Plan Contributions (CalPERS)**  
**As of June 30, 2024**  
**Last Ten Years**

	Fiscal Year									
	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Actuarially determined contribution	\$ 210,266	181,074	175,294	166,072	142,468	143,791	120,744	119,964	115,218	118,081
Contributions in relation to the actuarially determined contribution	(210,266)	(181,074)	(175,294)	(166,072)	(142,468)	(143,791)	(120,744)	(119,964)	(115,218)	(118,081)
Contribution deficiency(excess)	\$ -	-	-	-	-	-	-	-	-	-
Covered payroll	\$ 2,058,128	2,171,915	1,951,328	1,808,252	1,581,807	1,492,311	1,356,824	1,501,918	1,260,143	1,184,091
Contribution's as a percentage of covered payroll	9.68%	9.28%	9.69%	9.18%	9.01%	9.64%	8.90%	7.99%	9.14%	9.97%
Notes to schedule:										
Valuation date	June 30, 2022	June 30, 2021	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Methods and assumptions used to determine contribution rates:										
Actuarial cost method	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value	15 year Smoothed Market Method
Inflation	2.30%	2.30%	2.50%	2.63%	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Investment rate of return	6.90% (3)	6.90% (3)	7.15% (3)	7.25% (3)	7.375% (3)	7.50% (3)	7.50% (3)	7.50% (3)	7.50% (3)	7.50% (3)
Retirement age	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
Mortality	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

(1) Level of percentage payroll, closed

(2) Depending on age, service, and type of employment

(3) Net of pension plan investment expense, including inflation

(4) 50 for all plans with exception of 52 for Miscellaneous 2% @ 62

(5) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.



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## **Statistical Section**

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**Phelan Pinon Hills Community Service District  
Statistical Section**

This part of the District’s Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District’s overall financial health.

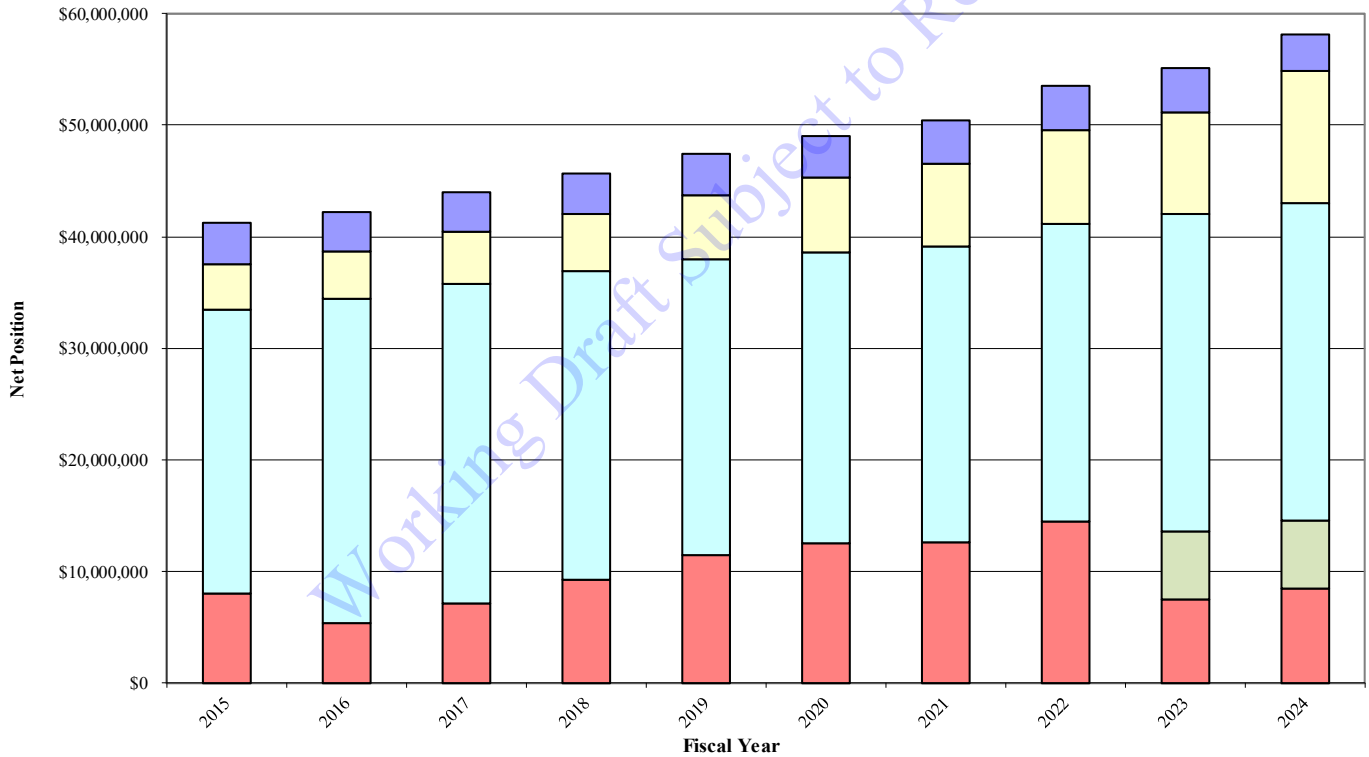
The following statistical information reflects the last ten full years of operations.

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Revenue Capacity These schedules contain information to help the reader assess the District’s most significant own-source revenue, water sales.	81
Debt Capacity These schedules present information to help the reader assess the affordability of the District’s current levels of outstanding debt and the District’s ability to issue additional debt in the future.	84
Demographic Information This schedule offers demographic indicators to help the reader understand the environment within which the District’s financial activities take place.	86
Operating Information This schedule contains service and infrastructure data to help the reader understand how the information in the District’s financial report relates to the service the District provides.	87

**Phelan Pinon Hills Community Services District  
Net Position by Component  
Last Ten Fiscal Years**

	Fiscal Year					
	2015	2016	2017	2018	2019	2020
<b>Governmental activities</b>						
Net investment in capital assets	\$ 3,694,550	3,579,586	3,528,938	3,552,883	3,726,239	3,663,363
Unrestricted	4,092,530	4,219,715	4,659,965	5,178,587	5,758,804	6,710,608
<b>Total governmental activities net position</b>	<b>7,787,080</b>	<b>7,799,301</b>	<b>8,188,903</b>	<b>8,731,470</b>	<b>9,485,043</b>	<b>10,373,971</b>
<b>Business-type activities</b>						
Net investment in capital assets	\$ 25,401,202	29,120,934	28,643,010	27,628,901	26,460,380	26,133,427
Restricted	-	-	-	-	-	-
Unrestricted	8,052,114	5,331,237	7,127,390	9,277,089	11,471,614	12,485,229
<b>Total business-type activities net position</b>	<b>33,453,316</b>	<b>34,452,171</b>	<b>35,770,400</b>	<b>36,905,990</b>	<b>37,931,994</b>	<b>38,618,656</b>
<b>Primary government</b>						
Net investment in capital assets	\$ 29,095,752	32,700,520	32,171,948	31,181,784	30,186,619	29,796,790
Restricted	-	-	-	-	-	-
Unrestricted	12,144,644	9,550,952	11,787,355	14,455,676	17,230,418	19,195,837
<b>Total primary government net position</b>	<b>\$ 41,240,396</b>	<b>42,251,472</b>	<b>43,959,303</b>	<b>45,637,460</b>	<b>47,417,037</b>	<b>48,992,627</b>



Source: Phelan Pinon Hills Community Service District audited financial statements

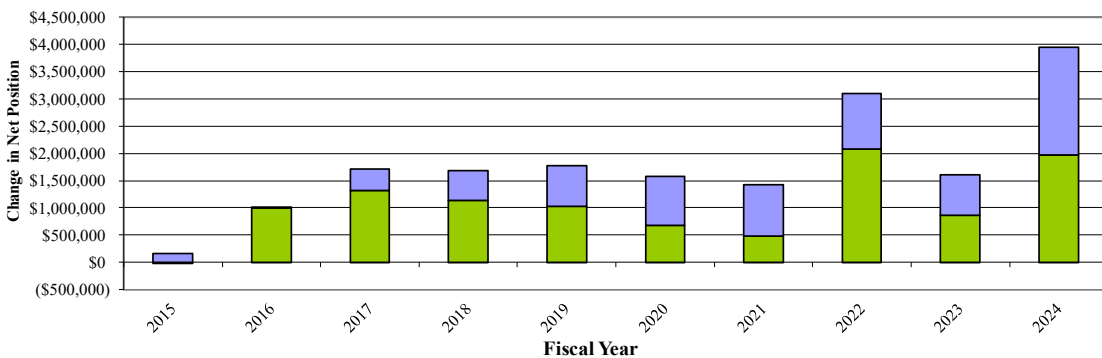
**Phelan Pinon Hills Community Services District  
Net Position by Component  
Last Ten Fiscal Years**

<b>Fiscal Year</b>			
<b>As Restated</b>			
<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
3,888,889	3,932,315	3,958,144	3,240,725
7,439,486	8,413,462	9,135,148	11,832,046
<u>11,328,375</u>	<u>12,345,777</u>	<u>13,093,292</u>	<u>15,072,771</u>
26,472,413	26,668,410	28,451,028	28,417,204
-	-	6,134,443	6,186,466
<u>12,623,411</u>	<u>14,506,424</u>	<u>7,454,548</u>	<u>8,409,976</u>
<u>39,095,824</u>	<u>41,174,834</u>	<u>42,040,019</u>	<u>43,013,646</u>
30,361,302	30,600,725	32,409,172	31,657,929
-	-	6,134,443	6,186,466
<u>20,062,897</u>	<u>22,919,886</u>	<u>16,589,696</u>	<u>20,242,022</u>
<u>50,424,199</u>	<u>53,520,611</u>	<u>55,133,311</u>	<u>58,086,417</u>

Working Draft Subject to Review

## Phelan Pinon Hills Community Services District Change in Net Position Last Ten Fiscal Years

	Fiscal Year					
	2015	2016	2017	2018	2019	2020
<b>Expenses:</b>						
Governmental activities:						
General government	\$ 56,457	53,281	57,367	19,600	12,239	8,165
Parks and Recreation	396,400	380,024	424,872	459,355	455,646	457,238
Street Lighting	13,804	13,679	12,956	13,077	12,437	14,466
Solid Waste	9,377	10,133	35,209	37,840	51,323	39,307
Total governmental activities expenses	<u>476,038</u>	<u>457,117</u>	<u>530,404</u>	<u>529,872</u>	<u>531,645</u>	<u>519,176</u>
Business-type activities:						
Water enterprise	5,075,169	4,959,348	5,125,419	5,941,099	6,532,949	8,295,250
Interest expense	376,637	406,667	393,784	377,742	362,191	346,131
Other expense	29,536	28,685	27,811	26,913	25,991	25,043
Total business-type activities expenses	<u>5,481,342</u>	<u>5,394,700</u>	<u>5,547,014</u>	<u>6,345,754</u>	<u>6,921,131</u>	<u>8,666,424</u>
Total primary government expenses	<u>5,957,380</u>	<u>5,851,817</u>	<u>6,077,418</u>	<u>6,875,626</u>	<u>7,452,776</u>	<u>9,185,600</u>
<b>Program Revenues:</b>						
Governmental activities:						
Charges for services:						
General government	-	-	-	-	-	-
Parks and Recreation	19,758	21,488	24,220	25,098	23,105	17,143
Solid Waste	140,996	157,210	180,281	203,577	225,694	251,974
Total governmental activities program revenues	<u>160,754</u>	<u>178,698</u>	<u>204,501</u>	<u>228,675</u>	<u>248,799</u>	<u>269,117</u>
Business-type activities:						
Charges for services – water enterprise	4,547,484	4,710,631	5,917,137	6,481,505	6,656,414	7,231,941
Assessments	295,257	309,682	299,385	296,438	290,188	288,222
Capital grants and contributions	-	436,492	125,902	-	-	-
Total business-type activities program revenues	<u>4,842,741</u>	<u>5,456,805</u>	<u>6,342,424</u>	<u>6,777,943</u>	<u>6,946,602</u>	<u>7,520,163</u>
<b>Net (Expense)/Revenue:</b>						
Governmental activities	(315,284)	(278,419)	(325,903)	(301,197)	(282,846)	(250,059)
Business-type activities	(638,601)	62,105	795,410	432,189	25,471	(1,146,261)
Total primary government net expense	<u>(953,885)</u>	<u>(216,314)</u>	<u>469,507</u>	<u>130,992</u>	<u>(257,375)</u>	<u>(1,396,320)</u>
<b>General Revenues and Other Changes in Net Position:</b>						
Governmental activities:						
Property taxes	930,801	1,003,264	1,062,550	1,127,118	1,206,628	1,281,699
Investment income	13,607	15,827	33,106	56,933	143,109	135,202
Other income	64,279	40,500	67,849	62,913	140,951	175,195
Transfers in (out)	(527,170)	(768,951)	(448,000)	(403,200)	(454,269)	(453,109)
Total governmental activities	<u>481,517</u>	<u>290,640</u>	<u>715,505</u>	<u>843,764</u>	<u>1,036,419</u>	<u>1,138,987</u>
Business-type activities:						
Property taxes	21,180	21,907	19,845	24,707	16,399	16,235
Investment income	37,455	23,862	27,612	74,493	282,611	309,495
Water pipeline location service charges	-	-	-	-	-	-
Other income	27,270	122,030	27,362	201,001	247,254	1,054,084
Transfers in (out)	(527,170)	(768,951)	(448,000)	(403,200)	(454,269)	(453,109)
Total business-type activities	<u>613,075</u>	<u>936,750</u>	<u>522,819</u>	<u>703,401</u>	<u>1,000,533</u>	<u>1,832,923</u>
Total primary government	<u>1,094,592</u>	<u>1,227,390</u>	<u>1,238,324</u>	<u>1,547,165</u>	<u>2,036,952</u>	<u>2,971,910</u>
<b>Changes in Net Position:</b>						
Governmental activities	166,233	12,221	389,602	542,567	753,573	888,928
Business-type activities	(25,526)	998,855	1,318,229	1,135,590	1,026,004	686,662
Total primary government	<u>\$ 140,707</u>	<u>1,011,076</u>	<u>1,707,831</u>	<u>1,678,157</u>	<u>1,779,577</u>	<u>1,575,590</u>



Source: Phelan Pinon Hills Community Service District audited financial statements

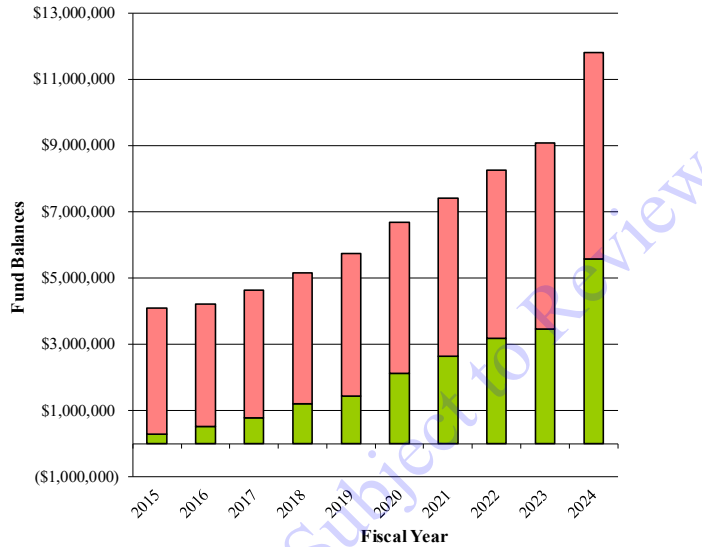
**Phelan Pinon Hills Community Services District  
Change in Net Position  
Last Ten Fiscal Years**

Fiscal Year			
As Restated 2021	2022	2023	2024
4,953	28,752	5,739	77,033
491,166	437,980	724,086	676,642
15,840	16,563	25,374	20,374
20,387	63,491	197,679	227,395
<u>532,346</u>	<u>546,786</u>	<u>952,878</u>	<u>1,001,444</u>
8,372,183	7,227,957	9,708,234	8,775,209
467,992	264,479	389,247	508,008
49,069	17,905	57,270	16,619
<u>8,889,244</u>	<u>7,510,341</u>	<u>10,154,751</u>	<u>9,299,836</u>
<u>9,421,590</u>	<u>8,057,127</u>	<u>11,107,629</u>	<u>10,301,280</u>
179,283	227,963	322,936	340,491
1,821	11,555	21,183	30,036
294,766	342,541	353,987	375,721
<u>475,870</u>	<u>582,059</u>	<u>698,106</u>	<u>746,248</u>
8,254,481	8,769,743	8,606,605	9,810,621
291,840	287,748	284,218	283,030
-	-	-	-
<u>8,546,321</u>	<u>9,057,491</u>	<u>8,890,823</u>	<u>10,093,651</u>
(56,476)	35,273	(254,772)	(255,196)
(342,923)	1,547,150	(1,263,928)	793,815
<u>(399,399)</u>	<u>1,582,423</u>	<u>(1,518,700)</u>	<u>538,619</u>
1,387,911	1,494,147	1,668,208	1,847,625
53,388	(75,411)	428,419	496,855
9,581	257	76,003	75,360
<u>(440,000)</u>	<u>(436,864)</u>	<u>(1,170,343)</u>	<u>(185,165)</u>
<u>1,010,880</u>	<u>982,129</u>	<u>1,002,287</u>	<u>2,234,675</u>
17,825	22,612	15,565	14,374
-	(264,479)	736,007	867,585
-	-	156,729	8,583
362,266	336,863	50,469	104,105
440,000	436,864	1,170,343	185,165
<u>820,091</u>	<u>531,860</u>	<u>2,129,113</u>	<u>1,179,812</u>
<u>1,830,971</u>	<u>1,513,989</u>	<u>3,131,400</u>	<u>3,414,487</u>
954,404	1,017,402	747,515	1,979,479
477,168	2,079,010	865,185	1,973,627
<u>1,431,572</u>	<u>3,096,412</u>	<u>1,612,700</u>	<u>3,953,106</u>

Working Draft Subject to Review

## Phelan Pinon Hills Community Services District Fund Balances, Governmental Funds Last Ten Fiscal Years

	Fiscal Year									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Fund: **										
Assigned	\$ -	-	-	-	-	-	-	-	-	-
Unassigned	288,875	516,149	773,776	1,204,949	1,440,024	2,117,702	2,630,438	3,170,555	3,456,974	5,585,639
<b>Total general fund</b>	<b>\$ 288,875</b>	<b>516,149</b>	<b>773,776</b>	<b>1,204,949</b>	<b>1,440,024</b>	<b>2,117,702</b>	<b>2,630,438</b>	<b>3,170,555</b>	<b>3,456,974</b>	<b>5,585,639</b>
All Other Governmental Funds:										
Assigned	\$ 3,812,880	3,690,087	3,856,038	3,952,427	4,302,299	4,561,330	4,776,683	5,091,048	5,622,807	6,216,906
Unassigned	-	-	-	-	-	-	-	-	-	-
<b>Total all other governmental funds</b>	<b>\$ 3,812,880</b>	<b>3,690,087</b>	<b>3,856,038</b>	<b>3,952,427</b>	<b>4,302,299</b>	<b>4,561,330</b>	<b>4,776,683</b>	<b>5,091,048</b>	<b>5,622,807</b>	<b>6,216,906</b>

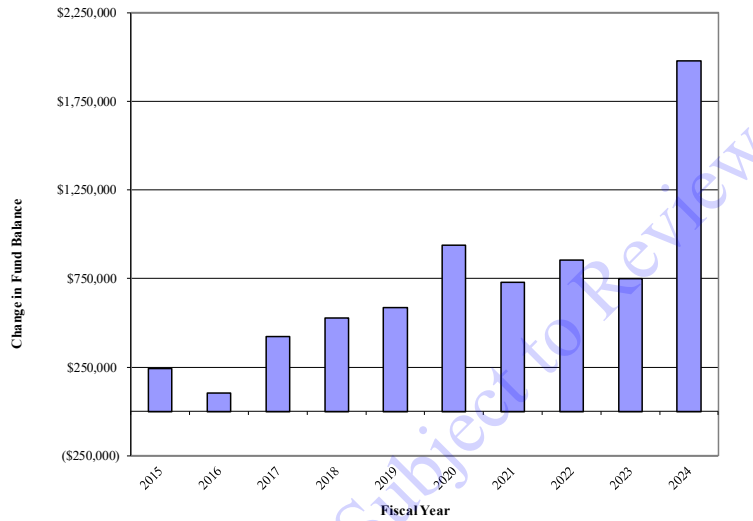


**Note:** \* Governmental Accounting Standards Board No. 54 - *Fund Balance Reporting and Governmental Fund Type Definition* was adopted in 2011.  
 \*\* Reporting for the General Fund was initiated in fiscal year 2014.

**Source:** Phelan Pinon Hills Community Service District audited financial statements

## Phelan Pinon Hills Community Services District Changes in Fund Balances - Governmental Funds Last Ten Fiscal Years

	Fiscal Year									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Revenues	\$ 1,169,441	1,238,289	1,368,006	1,475,639	1,739,487	1,861,212	1,911,257	2,076,463	2,870,736	3,166,088
Expenditures	401,015	364,857	496,428	544,877	700,271	471,394	743,168	785,117	952,878	1,001,444
Excess of revenues over (under) expenditures	768,426	873,432	871,578	930,762	1,039,216	1,389,818	1,168,089	1,291,346	1,917,858	2,164,644
Other Financing Sources (Uses)										
Proceeds from long-term debt	-	-	-	-	-	-	-	-	-	-
Operating transfers in	7,055	322,141	287,998	167,712	130,000	200,000	275,000	276,000	186,500	232,000
Operating transfers out	(534,225)	(1,091,092)	(735,998)	(570,912)	(584,269)	(653,109)	(715,000)	(712,864)	(1,356,843)	(417,165)
Total Other Financing Sources (Uses)	(527,170)	(768,951)	(448,000)	(403,200)	(454,269)	(453,109)	(440,000)	(436,864)	(1,170,343)	(185,165)
<b>Net change in fund balances</b>	<b>\$ 241,256</b>	<b>104,481</b>	<b>423,578</b>	<b>527,562</b>	<b>584,947</b>	<b>936,709</b>	<b>728,089</b>	<b>854,482</b>	<b>747,515</b>	<b>1,979,479</b>

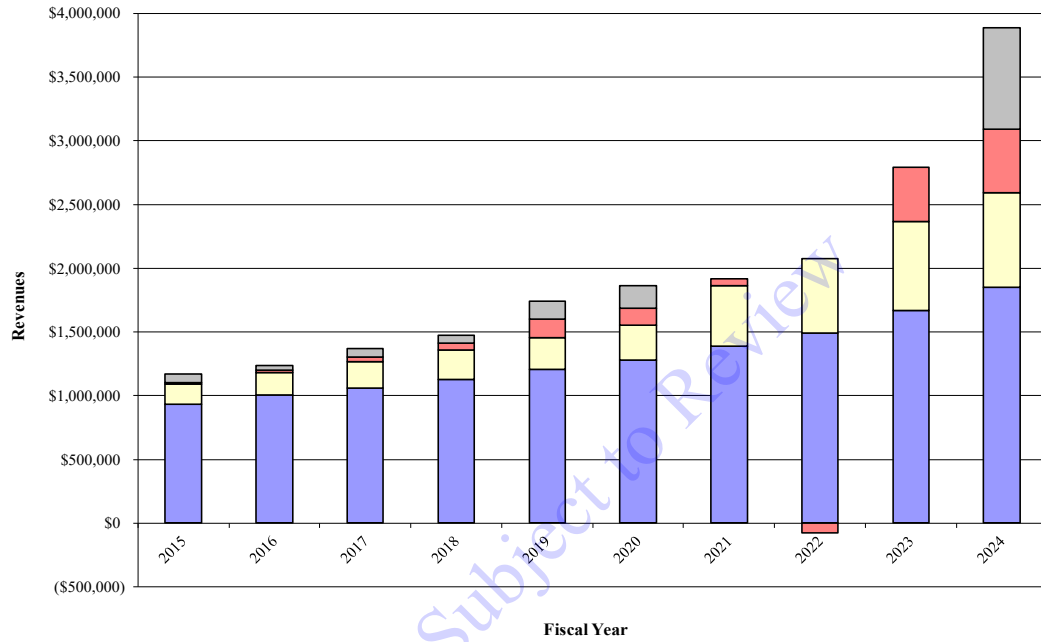


Source: Phelan Pinon Hills Community Service District audited financial statements



## Phelan Pinon Hills Community Services District Governmental Fund Revenues Last Ten Fiscal Years

		Fiscal Year									
		2015	2016	2017	2018	2019	2020	As Restated 2021	2022	2023	2024
Property taxes	\$	930,801	1,003,264	1,062,550	1,127,118	1,206,628	1,281,699	1,387,911	1,494,147	1,668,208	1,847,625
Charges for services	#	160,754	178,698	204,501	228,675	248,799	269,117	475,870	582,059	698,106	746,248
Interest		13,607	15,827	33,106	56,933	143,109	135,202	53,388	(75,411)	428,419	496,855
Other	#	64,279	40,500	67,849	62,913	140,951	175,195	-	-	-	797,358
<b>Total governmental revenues</b>		<b>\$ 1,169,441</b>	<b>\$ 1,238,289</b>	<b>\$ 1,368,006</b>	<b>\$ 1,475,639</b>	<b>\$ 1,739,487</b>	<b>\$ 1,861,213</b>	<b>\$ 1,917,169</b>	<b>\$ 2,000,795</b>	<b>\$ 2,794,733</b>	<b>\$ 3,888,086</b>

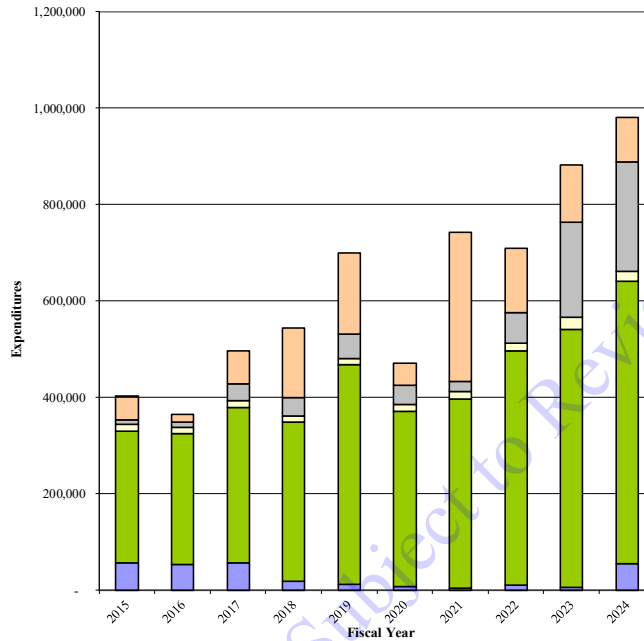


Source: Phelan Pinon Hills Community Service District audited financial statements

Working Draft Subject to Review

## Phelan Pinon Hills Community Services District Governmental Fund Expenditures Last Ten Fiscal Years

	Fiscal Year									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General government *	\$ 56,457	53,281	57,367	19,600	12,239	8,165	4,953	10,505	5,739	55,746
Parks and Recreation	273,906	271,147	322,514	328,981	455,646	363,072	392,210	485,741	534,897	585,708
Street Lighting	13,804	13,679	12,956	13,077	12,437	14,466	15,840	16,181	25,374	20,374
Solid Waste **	9,377	10,133	35,209	37,840	51,323	39,307	20,387	63,265	197,679	227,395
Capital outlay	47,471	16,617	68,382	145,379	168,626	46,384	309,778	134,014	118,526	90,934
<b>Total governmental expenditures</b>	<b>\$ 401,015</b>	<b>364,857</b>	<b>496,428</b>	<b>544,877</b>	<b>700,271</b>	<b>471,394</b>	<b>743,168</b>	<b>709,706</b>	<b>882,215</b>	<b>980,157</b>



**Note:** \* Reporting for the General Fund was initiated in fiscal year 2014.  
 \*\* Reporting for the Solid Waste Fund started in fiscal year 2013.

**Source:** Phelan Pinon Hills Community Service District audited financial statements

Working Draft Subject to Review

**Phelan Pinon Hills Community Services District  
Assessed Valuations – San Bernardino County  
Last Ten Fiscal Years**

<u>Fiscal Year</u>	<u>Secured San Bernardino County</u>	<u>Unsecured San Bernardino County</u>	<u>Totals</u>	<u>Total Direct Tax Rate</u>
2015	\$ 1,348,979,703	13,974,369	1,362,954,072	1.000000%
2016	1,424,385,527	12,009,283	1,436,394,810	1.000000%
2017	1,471,330,134	13,123,355	1,484,453,489	1.000000%
2018	1,546,141,340	12,545,948	1,558,687,288	1.000000%
2019	1,625,020,213	14,567,365	1,639,587,578	1.000000%
2020	1,734,047,294	14,232,824	1,748,280,118	1.000000%
2021	1,826,847,318	14,356,852	1,841,204,170	1.000000%
2022	1,927,000,757	14,775,406	1,941,776,163	1.000000%
2023	2,100,614,236	14,124,043	2,114,738,279	1.000000%
2024	2,283,247,203	14,834,281	2,298,081,484	1.000000%

**Note:** Property in San Bernardino County is reassessed each year. Property is assessed at actual value, therefore, the assessed values are equal to the actual values.

**Source:** San Bernardino County Assessor offices

Working Draft Subject to Review

**Phelan Pinon Hills Community Services District  
Water Sales Revenue and Water Production  
Last Ten Fiscal Years**

Fiscal Year	Water Sales Revenue				Quantity of Water Sold (HCF*)			
	Residential	Commercial	Industrial	Total	Residential	Commercial	Industrial	Total
2015	\$ 3,991,657	196,573	25,860	4,214,090	1,088,662	75,237	7,963	1,171,862
2016	4,090,260	240,168	7,577	4,338,006	837,199	71,340	7,577	916,116
2017	4,312,101	298,476	52,395	4,662,972	895,380	90,471	6,755	992,606
2018	4,659,051	352,203	59,405	5,070,659	921,663	103,318	6,725	1,031,706
2019	4,648,826	364,211	32,263	5,045,300	886,294	102,579	3,842	992,715
2020	5,014,750	354,476	69,643	5,438,870	910,164	96,086	10,349	1,016,599
2021	5,651,311	419,900	177,669	6,248,880	1,041,855	112,035	27,724	1,181,614
2022	6,164,063	461,884	222,092	6,848,039	1,014,109	106,597	19,338	1,140,044
2023	6,083,155	361,098	272,234	6,716,487	886,347	71,507	23,112	980,966
2024	6,901,075	388,866	242,970	7,532,911	889,881	78,816	14,947	983,644

**Note:** \* Hundred Cubic Feet (HCF) = 748 gallons.

**Source:** Phelan Pinon Hills Community Service District audited financial statements and billing records

Working Draft Subject to Review

# Phelan Pinon Hills Community Services District

## Water Rates

### Last Ten Fiscal Years

Commodity Charge			January 1, 2015	January 1, 2016	February 1, 2016	July 1, 2016	July 1, 2017	July 1, 2018	July 1, 2019	February 1, 2021	July 1, 2021	January 1, 2022	July 1, 2022	July 1, 2023	November 1, 2023	July 1, 2024
Tiered	Tier (HCF)															
Tier 1	0-25	\$	2.02	2.17	2.50	2.22	2.35	2.39	2.53	2.64	2.80	na	na	na	na	na
Tier 2	25.01+		2.33	2.50	3.95	3.51	3.71	3.77	4.00	4.01	4.26	na	na	na	na	na
Tier 1	0-9		na	na	na	na	na	na	na	na	na	2.73	2.90	3.08	3.46	4.04
Tier 2	9.01-29		na	na	na	na	na	na	na	na	na	3.12	3.31	3.51	4.25	4.97
Tier 3	29.01+		na	na	na	na	na	na	na	na	na	7.53	7.99	8.47	na	na

Meter Charge	Bi-Monthly					Monthly										
	January 1, 2015	January 1, 2016	February 1, 2016	July 1, 2016	July 1, 2017	July 1, 2018	July 1, 2019	February 1, 2021	July 1, 2021	January 1, 2022	July 1, 2023	July 1, 2023	November 1, 2023	July 1, 2024		
3/4"	\$	35.77	18.96	18.96	16.97	17.90	18.16	19.16	22.28	23.62	22.8	24.17	25.63	31.02	35.76	
1"		47.49	25.17	29.22	25.91	27.46	27.89	29.56	32.06	33.99	34.5	26.57	38.77	46.70	53.61	
1.5"		76.80	40.70	54.87	48.24	51.34	52.21	55.54	56.51	59.91	63.75	67.58	71.64	85.9	98.22	
2"		111.97	59.34	85.65	75.04	80.00	81.39	86.72	85.85	91.01	98.85	104.79	111.08	132.94	151.76	
3"		194.03	102.83	157.47	137.57	146.87	149.47	159.47	178.76	189.49	210	222.6	235.96	281.90	321.31	
4"		311.26	164.96	260.07	226.91	242.41	246.74	263.41	315.68	334.63	373.8	396.23	420.01	501.42	571.16	
6"		604.32	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8"		956.01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Source: Phelan Pinon Hills Community Service District billing records

Note: July 1, 2020 rate increase was deferred until February 1, 2021 due to COVID

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**Phelan Pinon Hills Community Services District  
Water Customer Demographics  
Last Ten Fiscal Years**

**Customer by Type**

Connection Type	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Residential	6,735	6,753	6,780	6,800	6,847	6,925	7,013	7,088	7,150	7,224
Commercial	51	49	42	67	71	74	77	80	80	88
Industrial	4	4	7	4	7	11	14	21	21	10
Other	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>6,774</b>	<b>6,790</b>	<b>6,806</b>	<b>6,806</b>	<b>6,871</b>	<b>6,925</b>	<b>7,010</b>	<b>7,104</b>	<b>7,189</b>	<b>7,322</b>

**Ten Largest System Users**

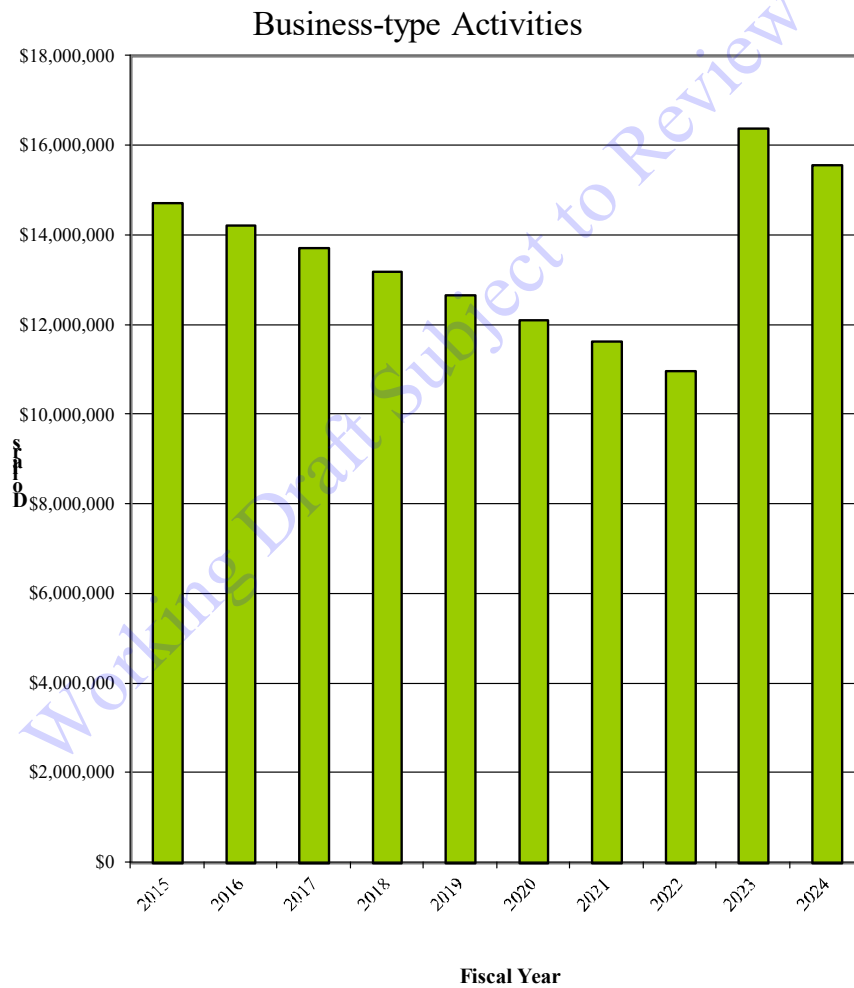
Customer	Percent of System Use	Percent of System Revenues	Customer Type
Snowline JUSD	6.63%	3.92%	Institutional
County of San Bernardino Dept of Public Works	0.84%	1.09%	Commercial
El Charro Water LLC	0.40%	0.41%	Commercial
Myog Cha (Grace) Pak	0.17%	0.15%	Residential
CMC Investment LLC	0.17%	0.13%	Commercial
Barry Tuck	0.16%	0.13%	Residential
Min Jun	0.15%	0.13%	Residential
Conan Trust	0.15%	0.12%	Residential
Pacific Water Trucks	0.14%	0.19%	Commercial
Martha Rivera	0.14%	0.10%	Residential
<b>Totals</b>	<b>8.95%</b>	<b>6.37%</b>	

Source: Phelan Pinon Hills Community Service District billing records

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**Phelan Pinon Hills Community Services District  
Ratios of Outstanding Debt  
Last Ten Fiscal Years**

Fiscal Year	Business-type Activities	Total Debt	Per Capita	As a Share of Personal Income	
				Total	Business-type Activities
2015	\$ 14,711,230	14,711,230	610.25	2.14%	2.14%
2016	14,219,582	14,219,582	588.46	1.80%	1.80%
2017	13,715,100	13,715,100	566.15	1.55%	1.55%
2018	13,194,348	13,194,348	541.82	1.45%	1.45%
2019	12,657,814	12,657,814	516.31	1.33%	1.33%
2020	12,104,985	12,104,985	489.58	1.21%	1.21%
2021	11,620,158	11,620,158	463.73	1.03%	1.03%
2022	10,965,483	10,965,483	433.14	0.88%	0.88%
2023	16,380,032	16,380,032	642.25	1.00%	1.00%
2024	15,577,267	15,577,267	605.67	0.53%	0.53%



**Source:** Phelan Pinon Hills Community Service District audited financial statements



**Phelan Pinon Hills Community Services District  
Debt Service Ratio  
Last Ten Fiscal Years**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Gross Revenues:										
Water Fund Revenues	\$ 4,908,496	5,188,112	6,291,341	6,550,084	6,705,659	7,277,074	8,472,683	8,799,614	8,556,149	10,093,651
Total Revenue	4,908,496	5,188,112	6,291,341	6,550,084	6,705,659	7,277,074	8,472,683	8,799,614	8,556,149	10,093,651
Operating Expenses:										
Water Fund Expenses	(5,104,683)	(4,120,250)	(4,070,611)	(4,016,927)	(4,521,993)	(5,069,095)	(6,137,875)	(7,360,006)	(9,708,234)	(8,775,209)
Less Depreciation	1,257,916	1,274,450	1,476,403	1,924,171	2,010,956	1,980,658	1,885,592	1,796,263	1,895,488	1,778,230
Less GASB 68 Pension (Inc)Exp	(21,177)	(211,715)	(188,823)	64,989	42,168	(143,873)	83,417	(1,140,515)	892,200	458,368
Total Water Fund Expenses	<u>(3,867,944)</u>	<u>(3,057,515)</u>	<u>(2,783,031)</u>	<u>(2,027,767)</u>	<u>(2,468,869)</u>	<u>(3,232,310)</u>	<u>(4,168,866)</u>	<u>(6,704,258)</u>	<u>(6,920,546)</u>	<u>(6,538,611)</u>
Net Revenues Water Fund	<u>1,040,553</u>	<u>2,130,597</u>	<u>3,508,310</u>	<u>4,522,317</u>	<u>4,236,790</u>	<u>4,044,764</u>	<u>4,303,817</u>	<u>2,095,356</u>	<u>1,635,603</u>	<u>3,555,040</u>
Senior and Parity Debt Service										
2002 Water Facilities	198,779	198,470	198,151	197,820	189,146	188,999	-	-	-	-
2012 Water Rights Acquisition	351,719	350,061	349,925	349,787	327,651	330,825	331,294	331,774	221,504	226,577
2014 Solar Project	150,150	357,591	357,591	357,591	329,919	357,592	-	-	-	-
2014 Hwy 138	13,231	26,462	35,943	26,461	26,461	26,462	26,462	26,461	26,252	6,600
2021 Loan Refinance	-	-	-	-	-	-	522,222	382,892	393,377	404,149
2022 Civic Center	-	-	-	-	-	-	-	-	188,440	197,306
2024 Lease payable	-	-	-	-	-	-	-	-	-	8,990
Combined Total Annual Debt	\$ 713,879	932,584	941,610	931,659	873,177	903,878	879,978	741,127	829,573	843,622
Debt Service Coverage (times)	1.46	2.28	3.73	4.85	4.85	4.47	4.89	2.83	1.97	4.21

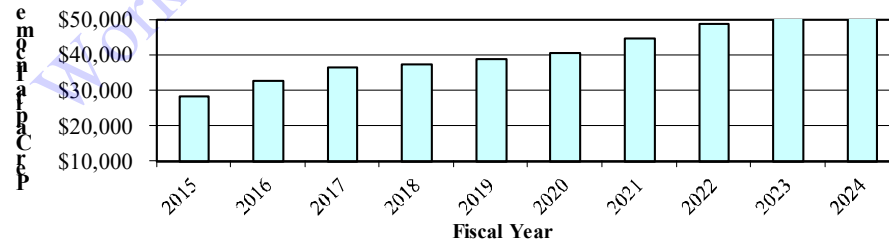
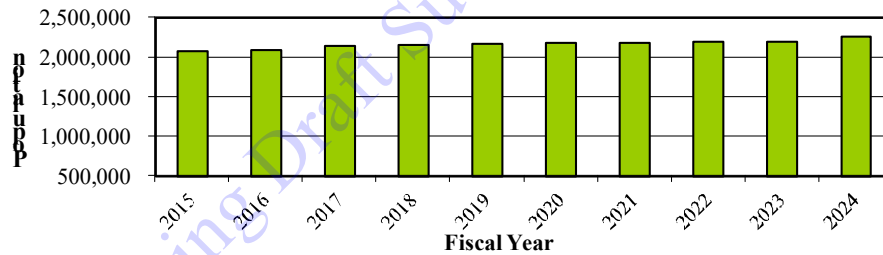
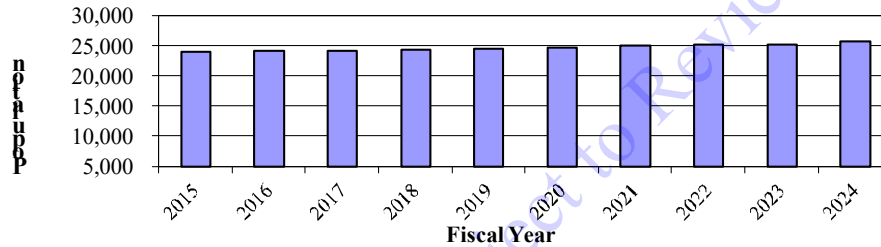
Source: Phelan Pinon Hills Community Service District audited financial statements

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## Phelan Pinon Hills Community Services District Demographic and Economic Statistics Last Ten Fiscal Years

County of San Bernardino<sup>(2)</sup>

Year	Phelan & Piñon Hills Population (1)	Unemployment Rate	Population	Median Single-Family Home Price	Personal Income per Capita/ Median Household Income
2015	24,107	8.1%	2,085,669	216,570	28,454
2016	24,164	5.8%	2,088,371	230,180	32,747
2017	24,225	6.2%	2,140,096	248,000	36,578
2018	24,352	5.8%	2,160,256	266,250	37,477
2019	24,516	4.2%	2,174,938	290,000	38,781
2020	24,725	3.9%	2,180,085	315,000	40,537
2021	25,058	9.2%	2,181,654	350,000	44,831
2022	25,316	5.0%	2,194,710	401,000	48,950
2023	25,316	4.5%	2,193,656	455,000	64,514
2024	25,719	5.3%	2,261,045	483,000	82,138



**Sources:** California Department of Finance and California Labor Market Info

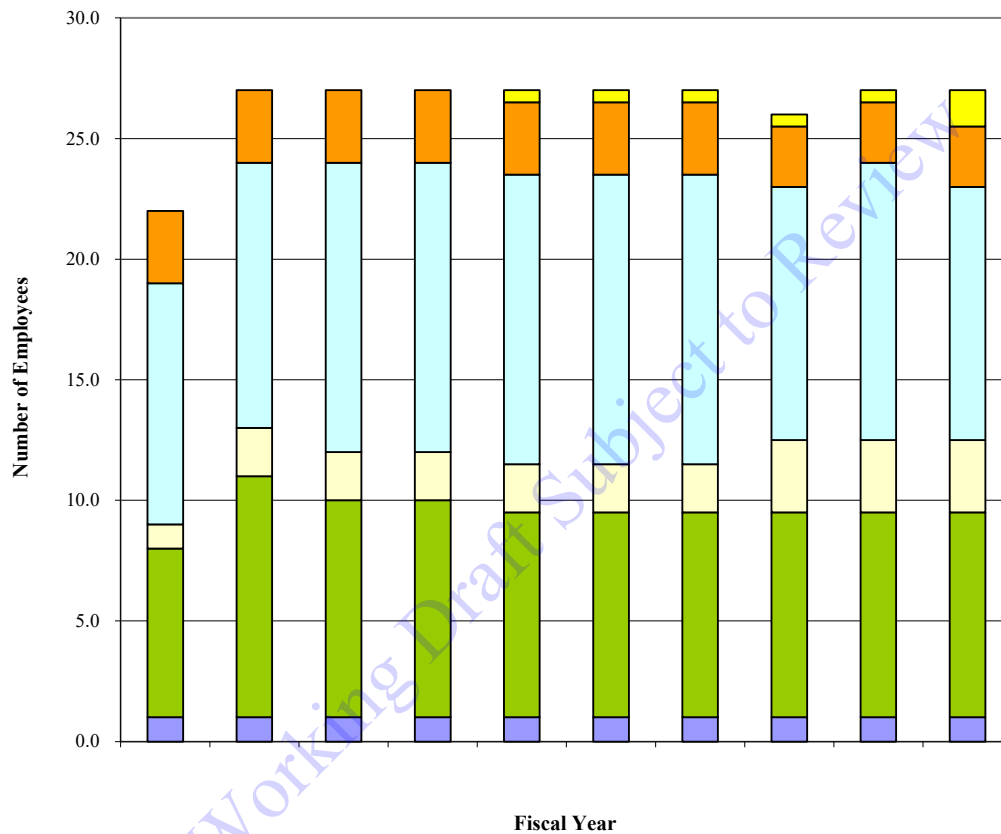
**Notes:**

- (1) Data is derived from the 2010 census and adjusted for the average population per meter connection. The District has chosen to use this methodology since the District believes that it provides the best approximation of area population.
- (2) Only County data is updated annually. Therefore, the District has chosen to use its data since the District believes that the County data is representative of the conditions and experience of the District: Website for State of California, Employment Development Department, San Bernardino County Profile

## Phelan Pinon Hills Community Services District Operating and Capacity Indicators – By Function Last Ten Fiscal Years

District Employees by Department

Department	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administration	7.0	10.0	9.0	9.0	8.5	8.5	8.5	8.5	8.5	8.5
Engineering	1.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0
Water Operations	10.0	11.0	12.0	12.0	12.0	12.0	12.0	10.5	11.5	10.5
Parks & Recreation	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.5	2.5	2.5
Street Lighting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Solid Waste	0.0	0.0	0.0	0.0	0.5	0.5	0.5	0.5	0.5	1.5
	22.0	27.0	27.0	27.0	27.0	27.0	27.0	26.0	27.0	27.0



Source: Phelan Pinon Hills Community Services District Records

**Phelan Pinon Hills Community Services District  
Miscellaneous Statistics  
June 30, 2024**

**Water System:**

Number of Pressure Zones	17
Miles of Water Main	348
Reservoirs	35
Wells	16
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	33
Service Connections (Meters)	7,322

**Parks and Recreation Facilities:**

Number of Parks	2
Number of Community Centers	2
Number of Senior Centers	2

**Street Lighting:**

Number of Street Lights	92
Number of Lights at RR Crossings	1

**Solid Waste and Recycling:**

Number of Residential Customers	5,756
Number of Commercial Customers	109

**Misc. Statistical Information**

Population	25,719
Service Area	128 square miles
Employees	27 Full-time
Enterprise Fund Budget 2024/2025	10,918,269
Government Fund Budget 2024/2025	1,209,567
Capital Budget 2024/2025	452,500

**Source:** Phelan Pinon Hills Community Services District Records

# **Report on Internal Controls and Compliance**

*Working Draft Subject to Review*

*Working Draft Subject to Review*

**Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

Board of Directors  
Phelan Piñon Hills Community Services District  
Phelan, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Phelan Piñon Hills Community Services District (District), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 13, 2024.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



**Independent Auditor’s Report on Internal Controls Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*, continued**

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**C.J. Brown & Company, CPAs**  
Cypress, California  
November 13, 2024

Working Draft Subject to Review

**Phelan Piñon Hills  
Community Services District**

**Management Report**

**June 30, 2024**

*Working Draft Subject to Review*

**Phelan Piñon Hills Community Services District**

**Management Report**

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*Working Draft Subject to Review*

**CONFIDENTIAL**

Board of Directors  
Phelan Piñon Hills Community Services District  
Phelan, California

**Dear Members of the Board:**

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, and each major fund of the Phelan Piñon Hills Community Services District (District) as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Current Year Comments and Recommendations**

### ***Disclosure of Audit Adjustments and Reclassifications***

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

### ***Management's Response***

The District has reviewed and approved all of the audit adjustment and reclassification entries provided by the auditor and have entered those entries into the District's accounting system.

## **Prior Year Comment and Recommendation**

### ***Disclosure of Audit Adjustments and Reclassifications***

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

### ***Management's Response***

The District has reviewed and approved all of the audit adjustment and reclassification entries provided by the auditor and have entered those entries into the District's accounting system.

\* \* \* \* \*

This communication is intended solely for the information and use of management, the Board of Directors, and others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

**C.J. Brown & Company, CPAs**  
Cypress, California  
November 13, 2024

**APPENDIX**

**Phelan Piñon Hills  
Community Services District**

**Audit/Finance Committee Letter**

**June 30, 2024**

*Working Draft Subject to Review*

Board of Directors  
Phelan Piñon Hills Community Services District  
Phelan, California

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Phelan Piñon Hills Community Services District (District) for the year ended June 30, 2024, and have issued our report thereon dated November 13, 2024. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated April 24, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

If any, we have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance, and other matters noted during our audit in a separate letter to you dated November 13, 2024.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

An auditor that is not involved in the engagement performed an independent review of the financial statements that was prepared by us based on the information provided by management. This safeguard reduces the threat of self-review risk to an acceptable level.

### **Required Risk Assessment Procedures per Auditing Standards:**

As auditors of the District, we are required per AU-C Section 240, “Consideration of Fraud in a Financial Statement Audit”, to “ordinarily” presume and consider the following risks in designing our audit procedures:

- Management override of controls
- Revenue recognition

### **Qualitative Aspects of the Entity’s Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments. The most sensitive accounting estimates affecting the financial statements are as follows:

Management’s estimate of the fair value of cash and investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Management’s estimate of capital assets depreciation is based on historical estimates of each capitalized item’s useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation calculations in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the defined benefit pension plan’s net pension liability, deferred outflows/inflows of resources, and pension expense are based on an actuarial valuation conducted by a third-party actuary. We evaluated the actuarial methods and assumptions used by the actuary to calculate these amounts for the District to determine that they are reasonable in relation to the financial statements taken as a whole.

Certain basic financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the basic financial statements are:

The disclosure of cash and investments in Note 2 to the basic financial statements represents amounts susceptible to market fluctuations.

The disclosure of capital assets, net in Note 4 to the basic financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of the District’s defined benefit pension plan in Note 7 to the basic financial statements is based on actuarial assumptions which could differ from actual costs.



### **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No significant unusual transactions were identified as a result of our audit procedures that were brought to the attention of management:

### **Identified or Suspected Fraud**

We have not identified or have not obtained information that indicates that fraud may have occurred.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule on pages 5 and 6 discloses all material misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Circumstances that Affect the Form and Content of the Auditor's Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affect the form and content of the auditor's report.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated November 13, 2024.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

### **Other Matters**

We applied certain limited procedures to the Management Discussion and Analysis, Schedules of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual, Schedules of District's Proportionate Share of the Net Pension Liability, and Schedules of Pension Plan Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the Introductory and Statistical Sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

### **Other Information Included in Annual Reports**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the District's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

### **Restriction on Use**

We appreciate the cooperation extended us by Don Bartz, General Manager, Lori Lowrance, Assistant General Manager / CFO, and David Noland, Finance Supervisor in the performance of our audit testwork. We will be pleased to respond to any question you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

**C.J. Brown & Company, CPAs**  
Cypress, California  
November 13, 2024

Phelan Pinon Hills Community Services District  
Schedule of Audit Adjusting Journal Entries  
June 30, 2024

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 1</b>			
AJE - To adjust net position per net position G/L vs. issued financial statements.			
01-0-1-59310	Other Operating Expenses	1,574.00	
20-0-0-32000	Unrestricted Net Assets	105.00	
22-2-2-54530	Office Supplies	105.00	
01-0-0-32000	Unrestricted Net Assets		1,574.00
20-0-1-88170	Other Income		105.00
22-2-0-32000	Unrestricted Net Assets		105.00
<b>Total</b>		<b><u>1,784.00</u></b>	<b><u>1,784.00</u></b>
<b>Adjusting Journal Entries JE # 2</b>			
GASB 68 Entry #1 - To reclassify 2023 contributions to net pension liability at June 30, 2024.			
01-0-1-29850	Net Pension Liability	199,048.00	
22-2-1-29850	Net Pension Liability	22,116.00	
01-0-1-14300	Deferred Outflows of Resources		199,048.00
22-2-1-14300	Deferred Outflows of Resources		22,116.00
<b>Total</b>		<b><u>221,164.00</u></b>	<b><u>221,164.00</u></b>
<b>Adjusting Journal Entries JE # 3</b>			
GASB 68 Entry #2 - To reclassify 2023 contributions to deferred outflows at June 30, 2024.			
01-0-1-14300	Deferred Outflows of Resources	233,967.00	
20-0-0-11000	Cash in Bank	390.00	
22-2-1-14300	Deferred Outflows of Resources	25,997.00	
25-5-0-11000	Cash in Bank	910.00	
01-0-1-51295	Contra Retirement GASB68		233,967.00
20-0-1-51295	Contra Retirement GASB68		390.00
22-2-0-11000	Cash in Bank		1,300.00
22-2-1-51295	Contra Retirement GASB68		24,697.00
25-5-1-51295	Contra Retirement GASB68		910.00
<b>Total</b>		<b><u>261,264.00</u></b>	<b><u>261,264.00</u></b>
<b>Adjusting Journal Entries JE # 4</b>			
GASB 68 Entry #3 - To record changes in the pension liability and related deferred outflows/inflows at June 30, 2024.			
01-0-1-14300	Deferred Outflows of Resources	99,620.00	
01-0-1-14300	Deferred Outflows of Resources	74,392.00	
01-0-1-14300	Deferred Outflows of Resources	13,841.00	
01-0-1-14300	Deferred Outflows of Resources	391.00	
01-0-1-51295	Contra Retirement GASB68	181,624.00	
20-0-1-51295	Contra Retirement GASB68	303.00	
22-2-0-11000	Cash in Bank	1,009.00	
22-2-1-14300	Deferred Outflows of Resources	11,069.00	
22-2-1-14300	Deferred Outflows of Resources	1,537.00	
22-2-1-14300	Deferred Outflows of Resources	8,266.00	
22-2-1-14300	Deferred Outflows of Resources	43.00	
22-2-1-51295	Contra Retirement GASB68	19,171.00	
25-5-1-51295	Contra Retirement GASB68	706.00	
01-0-1-14300	Deferred Outflows of Resources		1,663.00
01-0-1-29850	Net Pension Liability		368,205.00
20-0-0-11000	Cash in Bank		303.00
22-2-1-14300	Deferred Outflows of Resources		184.00
22-2-1-29850	Net Pension Liability		40,911.00
25-5-0-11000	Cash in Bank		706.00
<b>Total</b>		<b><u>411,972.00</u></b>	<b><u>411,972.00</u></b>

Phelan Pinon Hills Community Services District  
Schedule of Audit Adjusting Journal Entries  
June 30, 2024

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 5</b>			
GASB 68 Entry #4 - To record amortization in the deferred outflows/inflows at June 30, 2024.			
01-0-1-14300	Deferred Outflows of Resources	8,049.00	
01-0-1-51295	Contra Retirement GASB68	230,908.00	
20-0-1-51295	Contra Retirement GASB68	384.00	
22-2-0-11000	Cash in Bank	1,282.00	
22-2-1-14300	Deferred Outflows of Resources	895.00	
22-2-1-51295	Contra Retirement GASB68	24,374.00	
25-5-1-51295	Contra Retirement GASB68	898.00	
01-0-1-14300	Deferred Outflows of Resources		116,141.00
01-0-1-14300	Deferred Outflows of Resources		47,669.00
01-0-1-14300	Deferred Outflows of Resources		4,942.00
01-0-1-14300	Deferred Outflows of Resources		70,205.00
20-0-0-11000	Cash in Bank		384.00
22-2-1-14300	Deferred Outflows of Resources		12,905.00
22-2-1-14300	Deferred Outflows of Resources		7,801.00
22-2-1-14300	Deferred Outflows of Resources		549.00
22-2-1-14300	Deferred Outflows of Resources		5,296.00
25-5-0-11000	Cash in Bank		898.00
<b>Total</b>		<b><u>266,790.00</u></b>	<b><u>266,790.00</u></b>
<b>Adjusting Journal Entries JE # 6</b>			
GASB 87 Entry #1 - To record right to use asset copier at June 30, 2024.			
01-1-0-16930	Right To Use Asset - Equipment	28,259.80	
01-1-0-29799	Copier Lease Liability - Right To Use Equipment		28,259.80
<b>Total</b>		<b><u>28,259.80</u></b>	<b><u>28,259.80</u></b>
<b>Adjusting Journal Entries JE # 7</b>			
GASB 87 Entry #2 - To record right to use asset copier amortization expense, interest expense, and reduce lease liability at June 30, 2024.			
01-0-1-59130	Amortization Expense - RTU Equip	1,569.99	
01-0-1-91030	Interest Expense - Leased Copier	255.73	
01-1-0-29799	Copier Lease Liability - Right To Use Equipment	1,450.93	
01-0-0-19930	Accumulated Amortization - RTU Equip		1,569.99
01-0-1-54300	Equipment Rental / Lease		1,706.66
<b>Total</b>		<b><u>3,276.65</u></b>	<b><u>3,276.65</u></b>
<b>Total Adjusting Journal Entries</b>		<b><u>1,194,510.45</u></b>	<b><u>1,194,510.45</u></b>
<b>Proposed Journal Entries</b>			
<b>Proposed Journal Entries JE # 100</b>			
PAJE - To adjust accounts receivable water for unlocated difference between the utility billing report schedule and G/L account balance. DO NOT POST.			
01-1-0-12010	Accounts Receivable - Water	4,899.22	
01-1-2-40010	Water Sales - Residential - C		4,899.22
<b>Total</b>		<b><u>4,899.22</u></b>	<b><u>4,899.22</u></b>
<b>Proposed Journal Entries JE # 101</b>			
PAJE - To adjust inventory difference between support and trial balance at June 30, 2024. DO NOT POST.			
01-1-2-54620	Repair & Maintenance	28,202.53	
01-1-0-13010	Inventory - Water Field Parts		28,202.53
<b>Total</b>		<b><u>28,202.53</u></b>	<b><u>28,202.53</u></b>
<b>Total Proposed Journal Entries</b>		<b><u>33,101.75</u></b>	<b><u>33,101.75</u></b>
<b>Total All Journal Entries</b>		<b><u>1,227,612.20</u></b>	<b><u>1,227,612.20</u></b>

# Agenda Item 6b

Discussion & Possible Action Regarding  
District Health Benefits Contribution Increase  
for Employees



A. 4176 Warbler Road  
 P.O. Box 294049  
 Phelan, CA 92329  
 P. (760) 868-1212  
 F. (760) 868-2323  
 W. www.pphcsd.org

## MEMORANDUM

**DATE:** November 13, 2024

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager

**SUBJECT:** Discussion and Possible Action Regarding District Health Benefits Contribution Increase for Employees

### STAFF RECOMMENDATION

Staff recommends for the Board to implement an increase to the District's contribution towards employee's health insurance by \$81,000/year, effective January 1, 2025.

### BACKGROUND

Per District policy, and as part of the budget process, the Board implements an annual COLA increase July 1, based on the year-to-year CPI measurement. As a result of the June 2024 measurement, 2.8% was applied to the maximum amount the District contributes towards employee health insurance premiums.

The COLA increase amount has not kept pace with insurance premium increases. The average premium increased by 9.82% for 2024. The average premium increase for the upcoming plan year will be 9.80%. An increase of the District's contribution towards health benefits would greatly help lessen the impact of the current cost of inflation and insurance premiums, providing relief to employees and their families.

A	B	C	D	E	F	G	H	I
Year	COLA*	Average Insurance Plan % Increase	District Contribution tied to Insurance %	Actual District Contribution Amount	Amount of Increase	Average HMO Family Plan Amount	Amount of Increase	G - E
2025	2.80%	9.80%	\$1,799.06	\$1,659.00	\$45.00	\$2,662.81	\$237.66	\$1,003.81
2024	8.90%	9.82%	\$1,638.49	\$1,614.00	\$132.00	\$2,425.15	\$216.85	\$811.15
2023	8.60%	7.34%	\$1,491.98	\$1,482.00	\$217.00	\$2,208.29	\$151.00	\$726.29
2022	2.20%	7.12%	\$1,389.96	\$1,265.00	\$27.00	\$2,057.29	\$136.74	\$792.29
2021	2.90%	6.17%	\$1,297.57	\$1,238.00	\$35.00	\$1,920.55	\$111.61	\$682.55
2020	3.20%	7.07%	\$1,222.16	\$1,203.00	\$78.00	\$1,808.93	\$119.45	\$605.93
2019	3.00%	3.21%	\$1,141.46	\$1,125.00	\$0.00	\$1,689.49	\$52.55	\$564.49
2018	2.00%	4.10%	\$1,105.96	\$1,125.00	\$125.00	\$1,636.94	\$64.47	\$511.94
2017	2.00%	6.24%	\$1,062.40	\$1,000.00		\$1,572.47		\$572.47
					\$659.00			
						\$1,090.34		

Staff recommends to also update the policy for the District's benefits contribution to increase by the average insurance rate increase, rather than by COLA, and for the contribution amount to change effective January 1st each year when the rates change, rather than with the budget year six months later. The policy can be brought back for Board review.

**FISCAL IMPACT**

Increase District contribution by \$81,000/year for health insurance: \$40,500 for remainder of budget year.

**ATTACHMENT(S)**

None

# Agenda Item 6c

Discussion & Possible Action Regarding the  
Purchase and Installation of Meter Main  
Section, Transfer Switch, & Distribution Section  
Switchboard for Site 1C Operations Facility for  
FY 25/26



## MEMORANDUM

**DATE:** November 13, 2024

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Sean Wright, Water Operations Manager

**SUBJECT:** Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1C Operations Facility for FY 25/26

### STAFF RECOMMENDATION

Staff recommends for the Board to authorize the purchase and installation of meter main section, transfer switch, & distribution section switchboard for site 1C, from Consolidated Electrical Distributor (CED).

### BACKGROUND

The District has multiple Booster Stations that were constructed in the late 1970's and 1980's. Much of the equipment has met or exceeded its operational lifespan. Items such as pumps and motors have been replaced or upgraded with standing maintenance contracts the District has in place while items such as electrical meter main sections and distribution busing has not received the same modernization.

Staff identified the sites requiring the most immediate attention while incorporating those projections in the Districts 10-year Capital Improvement Plan. Line 10, Booster and Appurtenance Replacement of the 10-year CIP allocated \$135,000 for sites like 1C to receive the necessary electrical upgrades to remain in reliable service for many years to come.

Multiple bids were sought to purchase the necessary equipment from electrical equipment wholesalers, vendors currently utilized by the District, and online sources. Availability is extremely limited with lead times ranging from 35-52+ weeks depending on the manufacturer and distributor. That is why staff is requesting the authorization to purchase the equipment budgeted for FY 25/26 as the lead times will have the equipment arriving on schedule in the correct budget year.

Additionally, with the excessive lead times of various electrical components, this 600 Amp Meter Main Section, Transfer Switch, & Distribution Section Switchboard could be used for future well projects should those timeframes be inhibited by supply chain complications.

Consolidated Electrical Distributor (CED)	City Electric Supply	Royal Wholesale Electric	Prime Electric Supply
\$85,643	\$90,305	\$158,392	No Response

**FISCAL IMPACT**

Budgeted for FY 25/26: \$135,000

**ATTACHMENT(S)**

- Quotation from Consolidated Electrical Distributors \$85,643
- Quotation from City Electric Supply \$90,305
- Quotation from Royal Wholesale Electric \$158,392

CED - VICTORVILLE  
 12855 PRODUCTION PLACE  
 SUITE 2  
 VICTORVILLE CA 92395  
 TEL: 760 241-7443 FAX: 760 241-7447

SLS: 2004  
 INSL: 3000  
 BY: AS  
 FOB: SHIPPING POINT  
 FRT: PREPAID

PAGE: 001 OF 001  
 QUOTE #: 1023959  
 DATE: 11/05/24  
 REV #: 002  
 REV DATE: 11/05/24

CONTACT: ANDREW SINGLEDECKER

QUOTE FOR: PHELAN PINON HILLS

ACCT #: KB-63783 PHELAN PINON HILLS

QUOTE EXPIRES 03/05/2025

COMMUNITY SERVICE DISTRICT  
 P O BOX 294049  
 PHELAN, CA 92329-4049  
 TEL: (760) 868-1212

CUS PO #:  
 JOB NAME: SEAN

LN	QTY	MFR	CATALOG #/DESCRIPTION	PRICE	UOM	EXT AMT
01	1	SQD	LOT PRICING 600A METER-DISTRIBUTION PER BOM.	66,850.50	E	66,850.50
02	1	ASCO	J03MTSA30600N0XM44G125A 600A MANUAL TRANS SWITCH	11,750.90	E	11,750.90
03	1	FRT	S & H	882.50	E	882.50
04	52 WEEK LEAD TIME. ESTIMATE ONLY CAN CHANGE ANY TIME					
05	WITHOUT NOTICE.					

MDSE: 79,483.90  
 TAX: 6,160.00  
 TOTAL: 85,643.90

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

## BOM

Seq #	Qty	Product Description
1	1	<p><b>Designation:</b>METER/MAIN SWBD <b>Product Details:</b> 1-Square D Custom Swbd-QED-2 Switchboard</p> <p>-----</p> <p>Square D Custom Swbd Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 600A Source Description - Single Main Bussing - Silver Plated Copper Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 3R Non-Walk-in Accessibility: Front Only Rodent Barrier Exterior Paint Color - ANSI 49 Strip Heaters - Internal Power Source with Humidistat and Thermostat Ground Lug provided for each device SIS Control Wire Copper Ground Bus Bottom Closure Plates Seismic Qualified</p> <p>Dimensions</p> <p>-----</p> <p>1 - 36" Wide Section(s) 1 - 30" Wide Section(s) 1 - Dimensions: 66.00" W X 35.5" D X 91.5"H 2 - 35.5" Deep Enclosure(s) Approximate Weight: 1681.00 lbs / 762.50 kgs</p> <p>Incoming Requirements</p> <p>-----</p> <p>Suitable for Use As Service Entrance Entry Point: Left of Lineup, Through the Bottom Connection Type: Cable SPD with Surge Rating 240kA SPD Dry Contacts Includes Surge Counter Reverse Feed Hot Sequence Utility: Southern Cal Edison (CA) Standard Door Pattern 1-30in Door, 2 Sockets Power Meter - PM5563RD 3 CTs PM5563 w/ Display - 3 phase 4 wire wye 600A</p> <p>Mains</p> <p>-----</p> <p>1 - 600AS/600AT 480V 80% Rated 65 kA 3 Pole UL, Fixed Mounted Electronic Trip Circuit Breaker: Type PJ Ammeter Trip Unit, Long Time, Short Time, Instantaneous, Ground Fault Padlock Attachment Load Lug Type: Copper Mechanical Lug/Copper Cable Estimated days to ship, excluding transit: 225 working days after customer release to manufacturer. See Conditions of Sale.</p>
2	1	<p><b>Designation:</b>DISTRIBUTION SWITCHBOARD <b>Product Details:</b></p>

**1-Square D Standard Swbd-QED-2 Switchboard****Square D Standard Swbd**

Designed and Tested in accordance with:  
UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2  
System Voltage - 480Y/277V 3Ph 4W 60Hz  
Source Description - Main is Remote  
System Ampacity - 600A  
Bussing - Silver Plated Copper  
Neutral Bus - 100%  
Max Available Fault Current (RMS) - 65kA  
Enclosure - Type 3R Non-Walk-in  
Accessibility: Front Only  
Rodent Barrier  
Utility Requirements per Southern Cal Edison  
(CA)  
No Horizontal Bus  
Exterior Paint Color - ANSI 49  
Strip Heaters - Internal Power Source with  
Humidistat and Thermostat  
Ground Lug provided for each device  
SIS Control Wire  
Copper Ground Bus  
Bottom Closure Plates  
Seismic Qualified

**Dimensions**

1 - 36" Wide Section(s)  
1 - Dimensions: 36.00" W X 35.5" D X 91.5"H  
1 - 35.5" Deep Enclosure(s)  
Approximate Weight: 902.00 lbs / 409.15 kgs

**Incoming Requirements**

UL Dead Front  
Entry Point: Left of Lineup Through the Bottom  
Connection Type: Cable  
Incoming Lug Type: Copper Mechanical  
Lug/Copper Cable

**Feeders****Devices Associated with Remote Main:**

3 - 250AT 480V 80% Rated 100 kA 3 Pole UL,  
Group Mounted Thermal Magnetic Circuit  
Breaker: Type JL

**Common Feeder Features:**

Device Designation: NORTH OFFICE  
Padlock Attachment

Estimated days to ship, excluding transit: 265 working days after customer release to manufacturer. See Conditions of Sale.



**Prepared By:**  
David Ruttan  
1570 E VICTORIA AVE  
SAN BERNARDINO, CA 92408  
david.ruttan@cityelectricsupply.com  
D:909-449-7411

**Proposal Name:** PHELAN PINON HILLS COMMUNITY SERVICES

**Quote Name:** PHELAN PINON HILLS COMMUNITY SERVICES

---

**Proposal Number:** P-241029-4834787

**Quote Number:** Q-5453314

**Quote Date:** 10/29/2024

**Through Addenda Number:** 0

**Sales Representative:** Patrick Greenwood

**Conditions of Sale**

*This Quotation is subject to Coordinated Project Terms. See <https://www.se.com/us/en/download/document/0100PL0043/>*

Quoted price in currencies other than U.S. Dollars is per the annual Schneider Electric exchange guidance. Quote is valid for 30 days. Quoted lead times are approximate and subject to change.

Schneider Electric reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current Covid-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.

**Pricing**

**Total DISTRIBUTOR SELL PRICE**

**\$90,305.61**



Seq #	Qty	Product Description
1	1	<p><b>Designation :</b>  <b>Product Details :</b>            1 - Square D Custom Swbd-QED-2 Switchboard</p> <p>-----</p> <p>Square D Custom Swbd            Designed and Tested in accordance with:            UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2            System Voltage - 480Y/277V 3Ph 4W 60Hz            System Ampacity - 600A            Source Description - Single Main            Bussing - Silver Plated Copper            Neutral Bus - 100%            Max Available Fault Current (RMS) - 65kA            Enclosure - Type 3R Non-Walk-in            Accessibility: Front Only            Rodent Barrier            Exterior Paint Color - ANSI 49            Strip Heaters - Internal Power Source with            Humidistat and Thermostat            Ground Lug provided for each device            SIS Control Wire            Copper Ground Bus            Bottom Closure Plates            ASCO Controller with 07ATS - Auto Transfer            Switch 600 Amp, Switched Neutral            Emergency Cable Entrance - Top</p> <p>Dimensions</p> <p>-----</p> <p>2 - 36" Wide Section(s)            1 - 30" Wide Section(s)            1 - 48" Wide Section(s)            1 - Dimensions: 150.00" W X 47.5" D X 91.5"H            4 - 47.5" Deep Enclosure(s)            Approximate Weight: 4448.00 lbs / 2017.61 kgs</p> <p>Incoming Requirements</p> <p>-----</p> <p>Suitable for Use As Service Entrance            Entry Point: Left of Lineup, Through the            Bottom            Connection Type: Cable            SPD with Surge Rating 240kA            SPD Dry Contacts            Includes Surge Counter            Reverse Feed            Hot Sequence Utility: Southern Cal Edison (CA)            Standard Door Pattern 1-30in Door, 2 Sockets            Power Meter - PM5563RD            3 CTs PM5563 w/ Display - 3 phase 4 wire wye            600A</p> <p>Mains</p> <p>-----</p> <p>1 - 600AS/600AT 480V 80% Rated 65 kA 3 Pole            UL, Fixed Mounted Electronic Trip            Circuit Breaker: Type PJ            Standard Trip Unit, Long Time,            Instantaneous            Padlock Attachment</p> <p>Feeders</p> <p>-----</p> <p>3 - 250AT 480V 80% Rated 100 kA 3 Pole UL,            Group Mounted Thermal Magnetic Circuit</p>



**Proposal Name: PHELAN PINON HILLS  
COMMUNITY SERVICES  
Quote Name: PHELAN PINON HILLS  
COMMUNITY SERVICES**

**Quote Number: Q-5453314  
Quote Date: 10/29/2024**

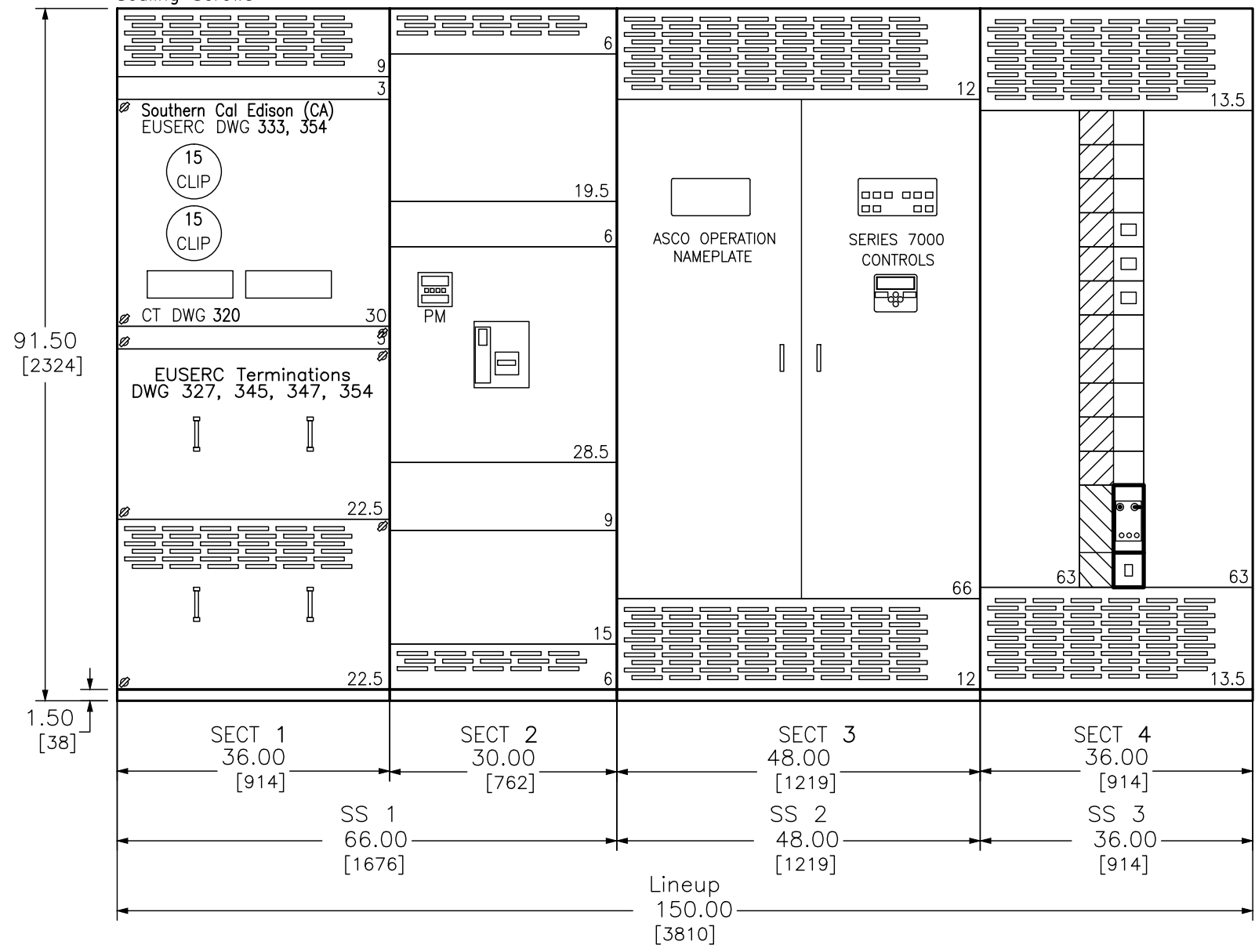
Breaker: Type JL




REV	DESCRIPTION	BY	DATE						
-	----	--	--/--/--	-	----	--	--/--/--	-	----

T-bus 19.5 in      T-bus 19.5 in      T-bus 27.0 in      T-bus 19.5 in

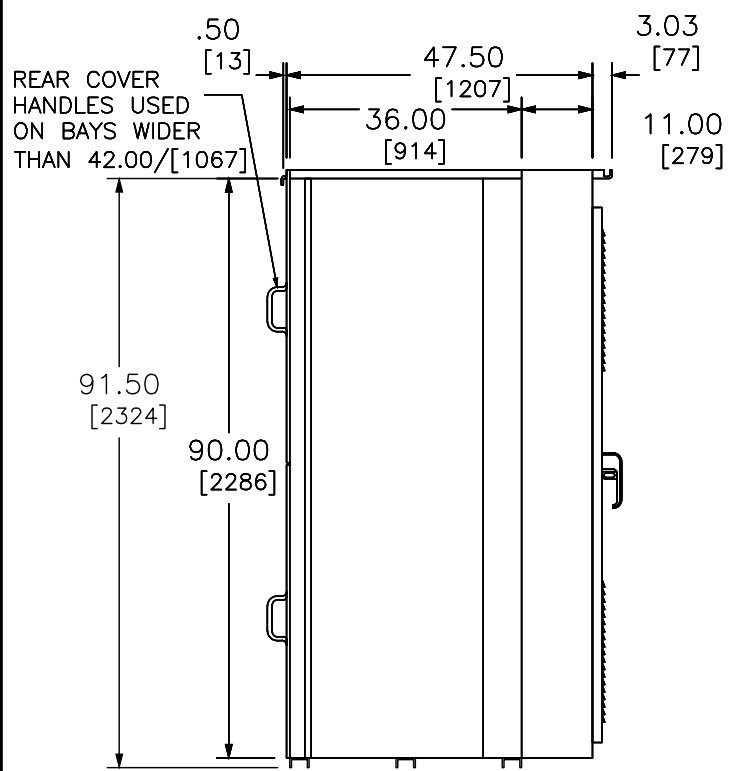
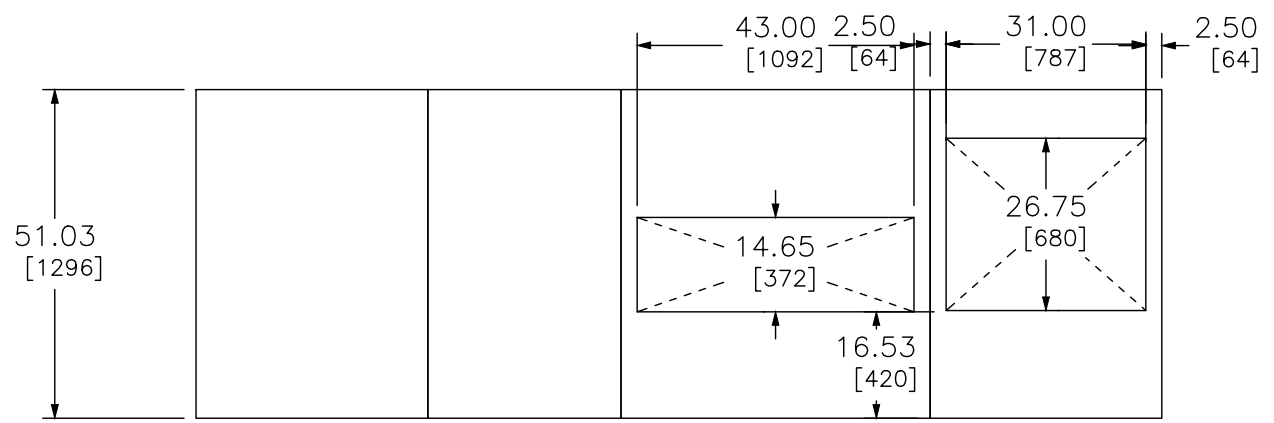
∅:Denotes Sealing Screws



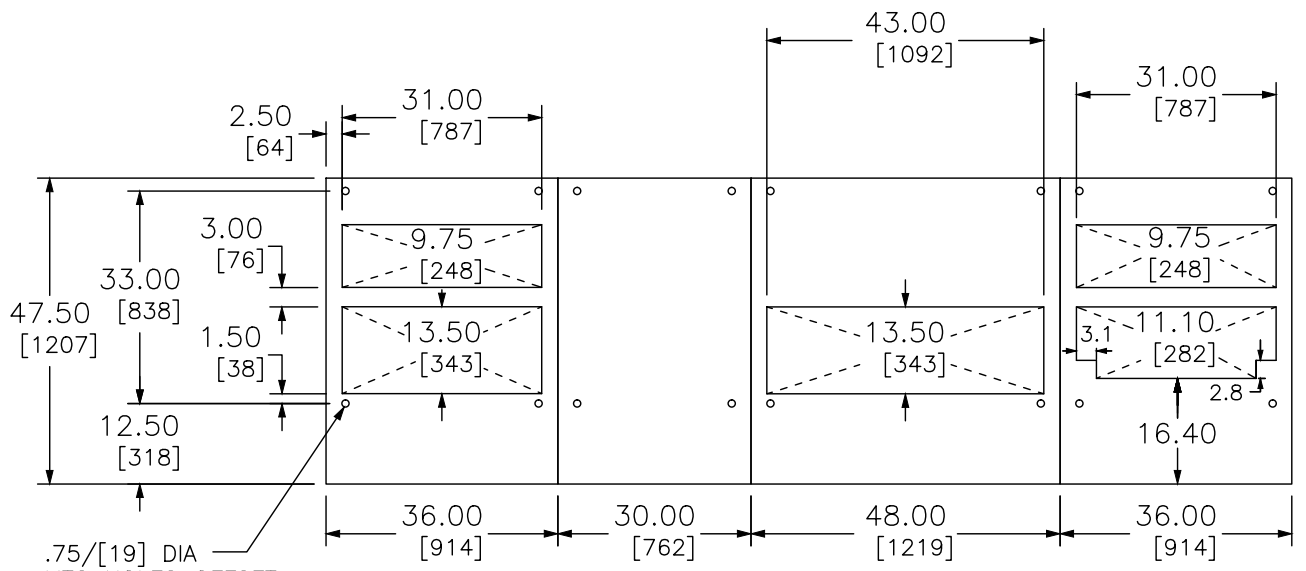
DUAL DIMENSIONS: INCHES  
MILLIMETERS

JOB NAME:	PHELAN PINON HILLS COMMUNITY SERVICES	EQUIPMENT DESIGNATION:	
JOB LOCATION:		EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	ELEVATION VIEW
ENGR:		 <small>by Schneider Electric</small>	
DATE:	October 30 2024		
DRAWING STATUS:	QUOTE	<b>NOT FOR CONSTRUCTION</b>	DWG# FQ-5453314-162505147-01

REV	DESCRIPTION	BY	DATE						
-	----	--	--/--/--	-	----	--	--/--/--	-	----



**LEFT SIDE VIEW**



**FLOOR PLAN - FRONT**

NOTE:  
A MINIMUM OF 2.00/[51]  
CLEARANCE BEHIND THE  
SWITCHBOARD IS REQUIRED  
FOR TOP COVER OVERHANG.

NOTE: ALL DEVICES REQUIRING DRILLING OR INSERTION IN MOUNTING PAD  
SUCH AS CONDUIT, ANCHORING STUDS, SLEEVE INSERTS, ETC.  
SHOULD BE INSTALLED BEFORE SETTING EQUIPMENT IN PLACE.

DUAL DIMENSIONS: INCHES  
MILLIMETERS

JOB NAME:	PHELAN PINON HILLS COMMUNITY SERVICES	EQUIPMENT DESIGNATION:	
JOB LOCATION:		EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	SIDE, TOP VIEW & FLOOR PLAN
ENGR:		<b>SQUARE D</b> by Schneider Electric	
DATE:	October 30 2024	DWG#	FQ-5453314-162505147-01
DRAWING STATUS:	QUOTE		PG 2 OF 3

REV	DESCRIPTION	BY	DATE								
-	----	--	--/--/--	-	----	--	--/--/--	-	----	--	--/--/--

## SWITCHBOARD GENERAL NOTES

### PRODUCT DESCRIPTION & RATINGS

#### Power System Data

480Y/277V 3Ph 4W 60Hz / 3 Phase Wye  
Solidly Grounded  
System Short Circuit Current Rating: 65kA RMS  
Incoming Section 1 Cable Through the Bottom Left of Lineup

#### Bus System Data

600A Silver Plated Copper Main Bus  
(2) .25x1.50 IN/6x38 mm Cu Bus Bar Per Phase/Neutral  
(1) .25x.875 IN/6x22 mm Cu Ground Bus

#### Enclosure Data

Type 3R Free Standing  
Exterior Paint Color: ANSI 49  
Front Accessibility Only Required  
Handling: Rollers  
Strip Heater w. Thermostat & Humidistat  
Rodent barriers  
1.5H Corrosion Resist Base Channels  
Steel Bottom Closure Plate  
Base channels cannot be removed from EUSERC switchboard line-ups  
Utility sealing hardware installed for unmetered bus compartments

#### Estimated Shipping Weight

Shipping Split 1 1793.00 lbs / 813.30 kgs  
Shipping Split 2 1670.00 lbs / 757.51 kgs  
Shipping Split 3 985.00 lbs / 446.80 kgs  
Complete Lineup 4448.00 lbs / 2017.61 kgs

#### Code Standards

U.L. Deadfront and suitable for use as Service Entrance  
when not more than six (6) disconnecting means are provided.  
Section 3 built to UL1008 standards

#### Rating Nameplates

ST1- Deadfront - Section Bus 600A  
ST2- Service Entrance - Section Bus 600A  
ST3- Deadfront - Section Bus 600A  
ST4- Deadfront - Section Bus 600A

### PRODUCT INFORMATION

#### Wiring


All wiring to be SIS Wire type

#### Instruction Bulletins

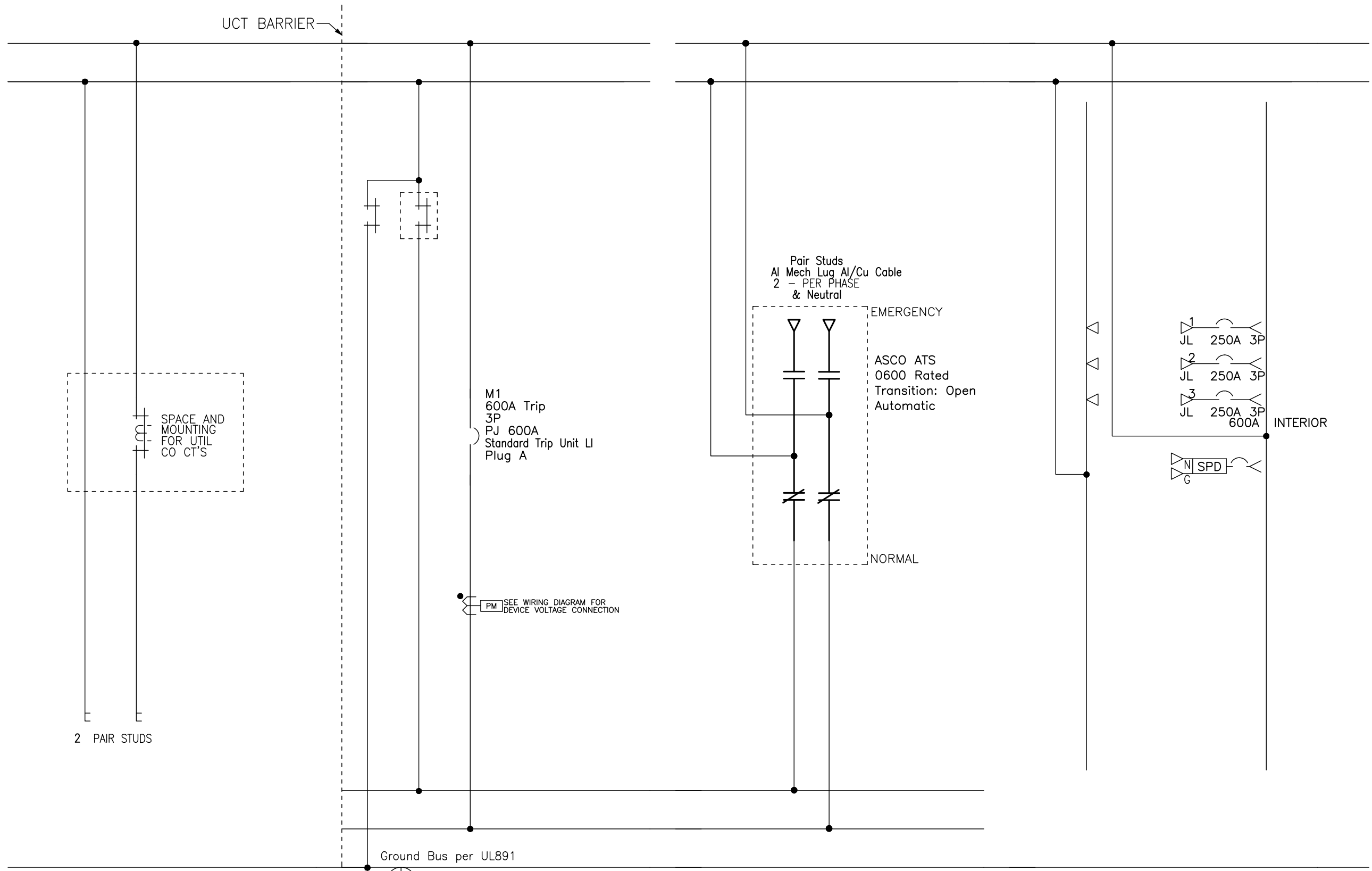
Reference 80043-055 For Handling, Installation,  
Anchoring, Inspection And Maintenance Information

#### Product Accessories/Options

ASCO Controller with Open Transition  
- Automatic Transfer  
- Emergency Cable Entrance: Top  
- Switched Neutral

JOB NAME:	PHELAN PINON HILLS COMMUNITY SERVICES	EQUIPMENT DESIGNATION:	
JOB LOCATION:		EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	GENERAL NOTES
ENGR:			
DATE:	October 30 2024	180	
DRAWING STATUS:	QUOTE	<b>NOT FOR CONSTRUCTION</b>	DWG# FQ-5453314-162505147-01 PG 3 OF 3 REV -

REV	DESCRIPTION	BY	DATE						
-	----	--	---/---/---	-	----	--	---/---/---	-	----



SECTION 1

SECTION 2

SECTION 3

SECTION 4

JOB NAME:	PHELAN PINON HILLS COMMUNITY SERVICES	EQUIPMENT DESIGNATION:	
JOB LOCATION:		EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	ONE LINE
ENGR:		<b>SQUARE D</b> by Schneider Electric	
DATE:	October 30 2024	DWG#	00-5453314-162505147-01
DRAWING STATUS:	QUOTE	PG 1	OF 2


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REV	DESCRIPTION	BY	DATE										
-	----	--	---/---/---	-	----								

POWER STYLE QED-2 SWITCHBOARD

LEGEND	
PLA	Padlock Attachment-Fixed
PM5K	Power Meter PM55XX
SHR	Strip Heater
SPD	Surge Protection Device

SECT NO	CKT NO	IMD /GMD CONFIG	DEVICE/FRAME RATING	TRIP AMP	FUSE/TRIP	#P	DESIGNATION	N/P	LUG/WIRE INFORMATION				ACCESSORIES / NOTES
									QTY	PHASE WIRE RANGE	QTY	NEUT WIRE RANGE	
1	UCT	-	600A	-	-	-	Southern Cal Edison (CA)	No	2	Pair Studs	2	Pair Studs	
2	-	-	Strip Heater	-	-	-	-	-	-	-	-	-	SHR
2	M1	FIX	PJ 600A Plug A	600A	S-LI	3P		No	-	-	-	-	PLA,PM5K
3	-	-	Strip Heater	-	-	-	-	-	-	-	-	-	SHR
3	ATS	FIX	ASCO ATS H FRAME 0600A	-	-	4P		No	2	Pair Studs	2	Pair Studs	
4	-	-	Strip Heater	-	-	-	-	-	-	-	-	-	SHR
4	1	4.5 in	JL	250A	-	3P		No	1	3/0 - 350 kcmil	1	3/0 - 350kcmil	
4	2	4.5 in	JL	250A	-	3P		No	1	3/0 - 350 kcmil	1	3/0 - 350kcmil	
4	3	4.5 in	JL	250A	-	3P		No	1	3/0 - 350 kcmil	1	3/0 - 350kcmil	
4	-	13.5 in	240kA SPD	-	-	-	-	-	-	-	-	-	SPD

JOB NAME:	PHELAN PINON HILLS COMMUNITY SERVICES	EQUIPMENT DESIGNATION:	
JOB LOCATION:		EQUIPMENT TYPE:	QED-2 Switchboard
DRAWN BY:	(Q2C)	DRAWING TYPE:	SCHEDULE
ENGR:			
DATE:	October 30 2024		
DRAWING STATUS:	QUOTE	DWG#	OQ-5453314-162505147-01

ROYAL WHOLESALE ELECTRIC  
 1619 BOYD ST  
 SANTA ANA CA 92705  
 TEL: 714 835-6211 FAX: 714 972-2366

CONTACT: MACKENZIE AAKHUS

QUOTE FOR: COD/CHARGE  
 ACCT #: 58-00052 COD/CHARGE

SHIP NAME: PHELAN PION HILLS COMMUNITY SE  
 4176 WARBLER ROAD  
 PHELAN,, CA 92371

QUOTATION			PAGE 001 OF 001	
QUOTE # 1053175	DATE 11/05/24	REV # 001	REV DATE 11/05/24	
QUOTE EXPIRES 12/05/2024		PREPARED BY MA		
SLS 3020		INSL 5285		
FOB SHIPPING POINT		FREIGHT PREPAY & CHARGE		

CUS PO #:
JOB NAME:

LN	QTY	MFR	CATALOG #	DESCRIPTION	PRICE	UOM	EXT AMT
01	1	SQD	SQD LOT TOTAL	QED-2 480/277V 3P 65KA 3R	147,000.00	E	147,000.00
02	*	SEE FULL BOM ATTACHED PER SQD					
03	*	NC/NR					
04	*	THANKS, MACK					
05	*						
06	*	ATTN: SEAN					

	MDSE:	147,000.00
EST.	TAX:	11,392.50
	TOTAL:	158,392.50

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

# Agenda Item 6d

Request to Release Notice of Bidders for  
Phelan Park Enhancement Project

## MEMORANDUM

**DATE:** November 13, 2024

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: George Cardenas, Engineering Manager

**SUBJECT:** Request to Release the Notice to Bidders for the Phelan Park Enhancement Project Upon Receipt of County of San Bernardino Plan Approval

### STAFF RECOMMENDATION

District staff requests Board approval to release the Notice to Bidders (Notice) for the Phelan Park Enhancement Project upon final plan approval from the County of San Bernardino (County). This approach is proposed to meet critical grant deadlines.

### BACKGROUND

The County has completed an initial review of the project plans, and District staff are in the process of addressing the County's comments. The District's second submittal will occur on November 8, 2024, and we anticipate minimal further revisions to the project plans arising out of the County's subsequent review. Consequently, staff proposes releasing the Notice as soon as County has issued final approval. This strategy will allow us to maintain momentum and meet grant obligation deadlines.

#### *Grant Funding and Matching Requirements*

1. American Rescue Plan Act (ARPA) Grant (Contract approved March 2023): The District has been allocated \$457,194, with an equal match requirement.
  - A deadline for extension of March 31, 2025 for obligation of these funds has been requested; however, timely fund obligation remains critical. Issuing the Notice promptly will provide the District project with additional flexibility and allow time to address any potential challenges if the initial bid request is unsuccessful.
2. Per Capita Grant (Contract approved September 2024): The District has also received a Per Capita grant of \$177,952, with a required 25% match.

These grant funds represent a significant investment in the project, contingent upon meeting the required deadlines.

#### *Project Scope*

The Phelan Park Enhancement Project includes:

- Two pickleball courts
- Community teaching garden
- ADA compliance upgrades
- Two outdoor fitness stations
- A revised entrance driveway ramp and parking lot improvements
- Various planting and irrigation upgrades



These additions reflect our mission to provide accessible recreational spaces that enhance the quality of life for residents.

#### *Project Status*

District staff anticipates a quick approval following the District's second submittal. Meanwhile, legal counsel is reviewing the bid documents to ensure compliance and readiness. In light of the grant requirements and anticipated minor adjustments from the County, we request that the Board authorize release of the Notice for the Phelan Park Enhancement Project, contingent upon receiving the final project plans and the approval of legal counsel and the General Manager. This proactive step will allow the District to stay on schedule and meet grant funding requirements. A recommendation to award the project contract will be brought back to the Board at the end of the bid process.

#### **FISCAL IMPACT**

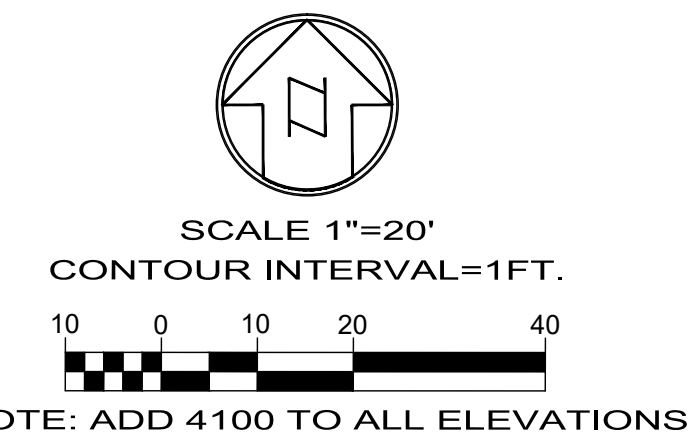
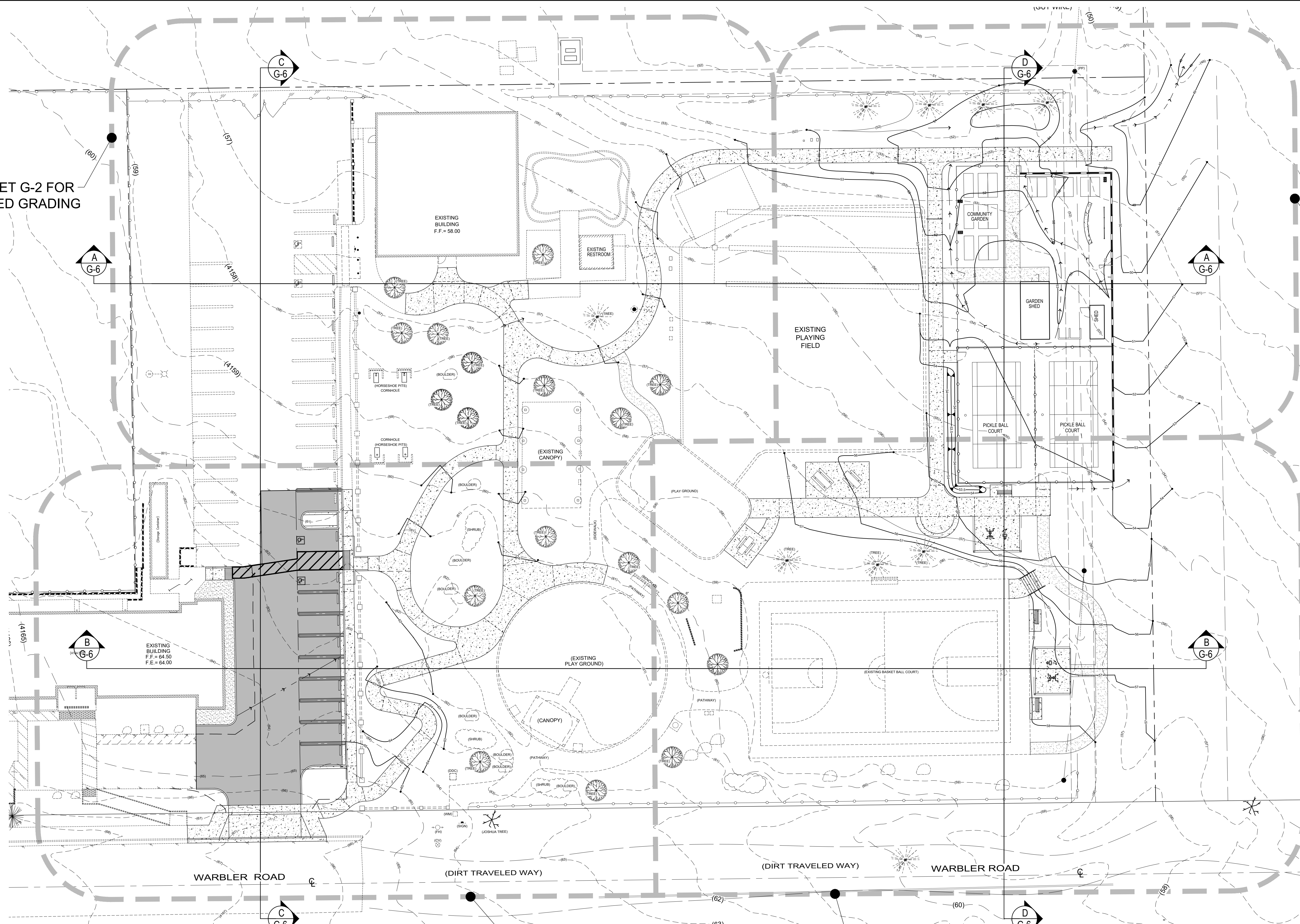
Required District minimum grant amount match of \$502,018. District grant receipt amount of \$636,491.

#### **ATTACHMENTS**

- Project Overview
- Bid Schedule
- Conceptual Plan
- Project YTD Costs

SEE SHEET G-2 FOR ENLARGED GRADING PLAN

SEE SHEET G-3 FOR ENLARGED GRADING PLAN



SEE SHEET G-1 FOR ENLARGED GRADING PLAN

SEE SHEET G-4 FOR ENLARGED GRADING PLAN

**BENCHMARK:**  
 U.S.G.S. BENCHMARK H 35, LOCATED 3.0 MI NORTH ALONG JOHNSON RD, FROM THE INTERSECTION OF PHELAN RD, 49 FT NORTHEAST OF THE CENTER OF THE INTERSECTION OF DUNCAN RD, 34 FT EAST OF THE CENTER LINE OF JOHNSON RD, 32.5 FT NORTH OF THE CENTER LINE DUNCAN RD, 6.6 FT WEST OF A FENCE, 6.3 FT NORTH OF A SECTION MARKER PIPE, 0.6 FT EAST OF A WITNESS POST, ABOUT 1 FT HIGHER THAN THE ROAD AND SET IN THE TOP OF A CONCRETE POST PROJECTING 0.4 FT ABOVE THE GROUND.  
 ELEV= 3613.45'

NO.	REVISION	DATE	BY

JERRY L. MILES R.C.E. 42593 - EXP. 3/31/26

PLANS PREPARED BY:  
**TRLS ENGINEERING Inc.**  
 10770 1 AVENUE, SUITE 108  
 Hesperia, CA 92345  
 Phone: (760) 948-4900

COUNTY OF SAN BERNARDINO  
 DEPARTMENT OF PUBLIC WORKS

DESIGNED BY: TER	DRAWN BY: TER	CHECKED BY:	APPROVED BY:
RECOMMENDED/APPROVED BY:	ASST. DIRECTOR OF PUBLIC WORKS		
LAND DEVELOPMENT ENGINEER	DATE	DIRECTOR OF PUBLIC WORKS	DATE

GRADING PERMIT# GRAD-2024-00182

**RELATED PERMITS**

- GRAD-2021-00235
- PRAA-2021-00040
- DRNSTY-2021-00054
- SIP-2021-00031
- NEWNR-2021-00230
- WQMP-2021-00153

DRAWN BY: TRLS DATE: 10/28/2024	PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT	SCALE: AS SHOWN
DESIGNED BY: TRLS DATE:	PHELAN PARK ENHANCEMENT PROJECT (ARPA FUNDED)	SHEET 2 OF 32
APPROVED BY: DATE:	4176 WARBLER ROAD, PHELAN, CA 92371 A PORTION OF APN: 3066-261-10	SHEET G-0

**GRADING KEY PLAN**



**BID SCHEDULE**

ITEM	DESCRIPTION	QTY.	UNIT	SV	UNIT PRICING	EXTENDED PRICING
1	MOBILIZATION	1	LS			
2	TRAFFIC CONTROL SYSTEM	1	LS			
3	SITE DEMOLITION, CLEARING AND GRUBBING	1	LS			
4	SITE GRADING	1	LS	SV		
5	ASPHALT PAVING	TBD	SF			
6	VEHICULAR CONCRETE DRIVEWAY RAMP	1	LS			
7	PEDESTRIAN CONCRETE	TBD	SF			
8	GENERAL SITE CONCRETE	1	LS			
9	STABILIZED DECOMPOSED GRANITE	TBD	SF			
10	DG CONCRETE EDGING	TBD	LF			
11	DG BENDER BOARD	TBD	LF			
12	8" WIDE CMU RETAINING WALL	1	LS	SV		
13	CONCRETE STAIRS & RAILING	1	LS			
14	CONCRETE SEAT WALL	1	LS			
15	WESTERN PICKLEBALL COURT	1	LS	SV		
16	ADULT FITNESS EQUIPMENT	1	LS	SV		
17	SITE FURNISHINGS	1	LS	SV		
18	6' CHAIN-LINK BLACK VINYL FENCE	TBD	LF	SV		
19	4' CHAIN-LINK BLACK VINYL FENCE	TBD	LF	SV		
20	CHAINLINK GATES AND HARDWARE	1	LS	SV		
21	LANDSCAPE PLANTING	1	LS	SV		
22	IRRIGATION SYSTEM	1	LS	SV		
23	ENTRANCE SIGN	1	LS			

24	DOMESTIC WATER LINE & SPIGOTS	1	LS	SV		
25	ELECTRICAL EQUIPMENT	1	LS	SV		
26	SO CAL EDISON CONDUIT AND TRENCHING	TBD	LF			
27	SOLAR LIGHTING	1	LS	SV		
28	PICKLEBALL LIGHTING	1	LS	SV		
29	SOIL PREPARATION	1	LS	SV		
30	LANDSCAPE MAINTENANCE	1	LS			
					<b>TOTAL BASE BID</b>	\$ -

**DESCRIPTION AND UNIT PRICE ON (BID ALTERNATIVE 1A)**

ITEM	DESCRIPTION	QTY.	UNIT	SV	UNIT PRICING	TOTAL PRICING
1A	EASTERN PICKLEBALL COURT	1	LS	SV		\$ -
					<b>TOTAL BID ALT 1A</b>	\$ -

**DESCRIPTION AND UNIT PRICE ON (BID ALTERNATIVE 1B)**

ITEM	DESCRIPTION	QTY.	UNIT	SV	UNIT PRICING	TOTAL PRICING
1B	SHADE SAIL STRUCTURES	1	LS	SV		\$ -
					<b>TOTAL BID ALT 1B</b>	\$ -

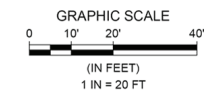
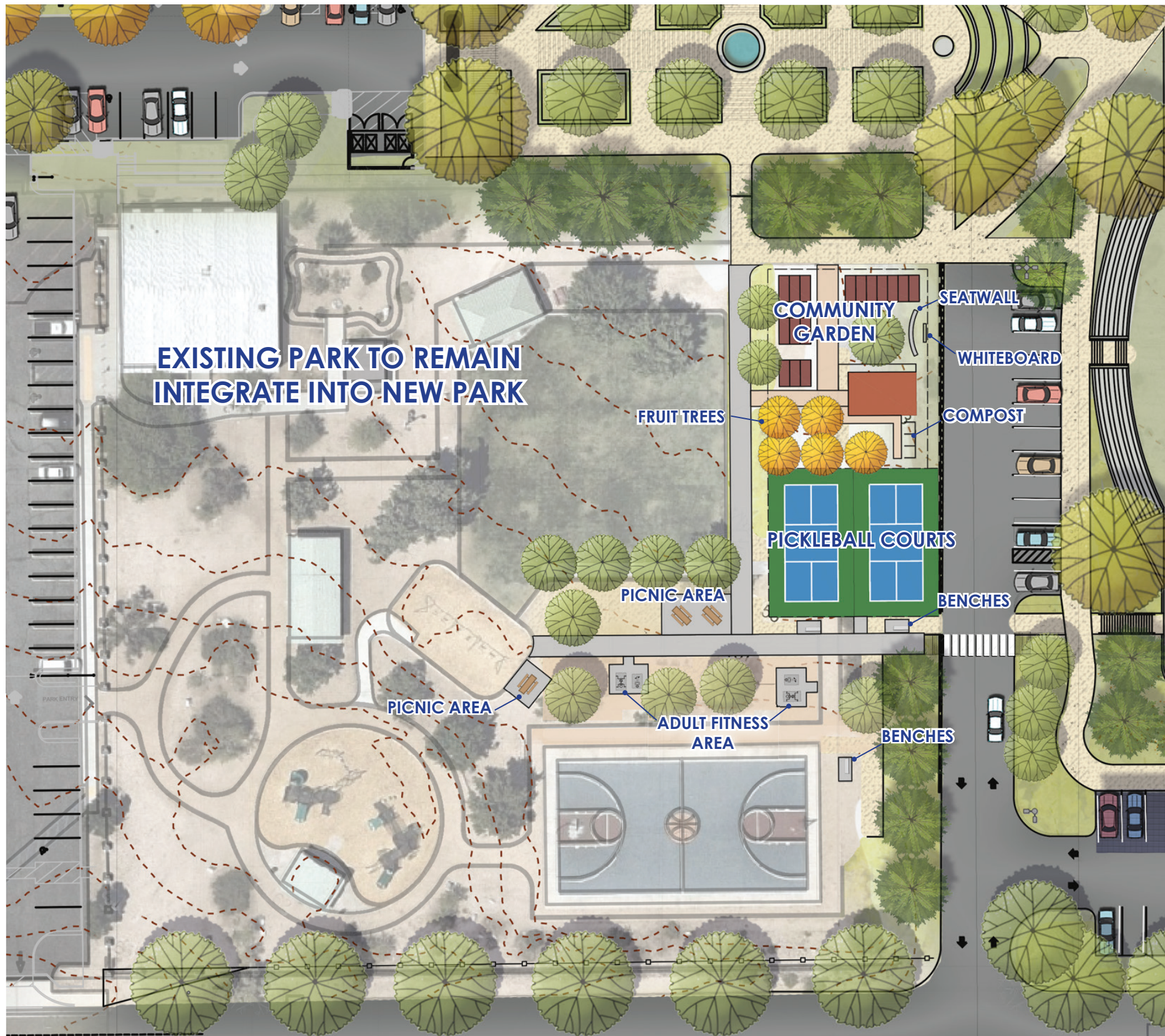
**DESCRIPTION AND UNIT PRICE ON (BID ALTERNATIVE 1C)**

ITEM	DESCRIPTION	QTY.	UNIT	SV	UNIT PRICING	TOTAL PRICING
1C	PRE-FABRICATED GREENHOUSE	1	LS			\$ -
					<b>TOTAL BID ALT 1C</b>	\$ -

**DESCRIPTION AND UNIT PRICE ON (BID ALTERNATIVE 1D)**

ITEM	DESCRIPTION	QTY.	UNIT	SV	UNIT PRICING	TOTAL PRICING
1D	LEAN-TO SHED	1	LS			\$ -
					<b>TOTAL BID ALT 1D</b>	\$ -





# PHELAN COMMUNITY PARK

## PICKLEBALL COURTS FINAL CONCEPT





<b>Phelan Park Enhancement Costs*</b>				
<b>Vendor Name</b>	<b>Services Provided</b>	<b>Total Expended</b>	<b>Total Outstanding</b>	<b>Comments</b>
Wallace Group, a California Corporation	Design/Plans/Studies	\$ 42,929.50	\$ 62,792.50	Some sub-contractors are billed under Wallace Group. Previous outstanding amount did not include entire approved amount for design, just fees and topographic survey.
Wallace Group, a California Corporation	Topographic Study	\$ -	\$ 12,095.00	
	<b>Total</b>	<b>\$ 42,929.50</b>	<b>\$ 74,887.50</b>	

*\*Through 9/30/2024*

# Agenda Item 6e

Update on District Projects



A. 4176 Warbler Road  
P.O. Box 294049  
Phelan, CA 92329  
P. (760) 868-1212  
F. (760) 868-2323  
W. [www.pphcsd.org](http://www.pphcsd.org)

## MEMORANDUM

**DATE:** November 13, 2024  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Aimee Williams, Asst. Board Clerk/Administrative Specialist  
**SUBJECT:** Update on District Projects

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### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on the current PPHCSD Projects.

### FISCAL IMPACT

None



# Agenda Item 7

Committee Reports/Comments

## **District Meetings List**

### **Board Meeting**

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

### **Engineering – Standing Committee**

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

### **Finance – Standing Committee**

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in January, April, July, October

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

### **Legislative – Standing Committee**

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in March, June, September, December

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

### **Parks, Recreation & Street Lighting – Standing Committee**

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in February, May, August, November

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

### **Waste & Recycling – Standing Committee**

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

## **SPECIAL FINANCE COMMITTEE MEETING MINUTES**

November 5, 2024 – 4:00 P.M.

Phelan Pinon Hills Community Services District

NOTE: This meeting will be held in the District Conference Room  
4176 Warbler Road, Phelan, CA 92371  
& Remotely (see below)

**Board Members Present:** Mark Roberts, Director/Chair  
Chuck Hays, President

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
David Noland, Finance Supervisor/Accountant  
Aimee Williams, Asst. Board Clerk/Administrative Specialist

### **Call to Order**

Director Roberts called the meeting to order at 4:01 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

#### 1) **Approval of Agenda**

President Hays moved to approve the Agenda. Director Roberts seconded the motion.  
Motion passed unanimously.

#### 2) **Public Comment**

None

#### 3) **Approval of Minutes**

President Hays moved to approve the Minutes. Director Roberts seconded the motion.  
Motion passed unanimously.

#### 4) **Review of Audit Report**

Chris Brown, of C.J. Brown & Company, reviewed the District's 2024 Audit Report and answered questions from the Board.

#### 5) **Review of Disbursements**

The Committee reviewed the September disbursements.

#### 6) **Review of Quarterly Financials**

The Committee reviewed the quarterly financials.

#### 7) **Review of Quarterly Investment Report**

The Committee reviewed the Cash/Investment report.

8) **Review of Solar Project Credits & Expenses**

The Committee reviewed the solar project credits and expenses.

9) **Committee Comments**

Nothing further.

10) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – None

11) **Set Agenda for Next Meeting** – January 21, 2025

12) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:57 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

## **SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES**

September 18, 2024 – 2:30 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Deborah Philips, Chair  
Chuck Hays, President

**Staff Present:** Kim Sevy, HR & Solid Waste Manager/District Clerk  
Aimee Williams, Assistant Board Clerk

**CR&R Staff Present:** Brandon McGill, Operations Manager

### **Call to Order**

Director Philips called the meeting to order at 2:31 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**  
Director Philips moved to approve the Agenda. President Hays seconded the motion.  
Motion passed unanimously.
- 2) **Public Comment**  
None
- 3) **Approval of Minutes**  
President Hays moved to approve the minutes. Director Philips seconded the motion.  
Motion passed unanimously.
- 4) **Review of Solid Waste Events**  
Ms. Sevy reported that the Community Cleanup event at CR&R was rescheduled to September 21st and that the HHW event may be rescheduled due to Wrightwood still being in an evacuation zone. Information was also provided on the upcoming Super Sorter Program and contest taking place in October and November.
- 5) **Update on Uniform Collection**  
Ms. Sevy and Mr. McGill provided an update on the uniform collection program.
- 6) **Update on Solid Waste Rates**  
Ms. Sevy provided an update on the solid waste rates. An update will be provided to the Board at the next meeting.
- 7) **Staff Reports**

Nothing further to report.

8) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – None

9) **Set Agenda for Next Meeting** – November 20, 2024

NOTE: The October 16, 2024 meeting was cancelled.

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 2:45 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)

# Agenda Item 8

Staff & General Manager's Report

## Parks, Recreation & Street Lighting Report October 2024

### Introduction

The District Parks and Recreation Department operates and maintains community centers, senior centers, parks and streetlights. The District currently has two community centers, one located in Phelan and another in Pinon Hills. Adjacent to each of the centers are two parks that have playgrounds, basketball courts and shaded picnic tables. Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. The parks are available for use from morning until dusk. The community centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities, and continues to work on various recreation ideas and continues to partner with local civic groups creating programs that are beneficial to the community at large.

The Parks and Recreation Department realizes the importance of long-range planning to preserve and protect our valuable assets and to allow for efficient use of resources for future growth. The efficient use of resources will allow the District to acquire, develop, operate, and maintain a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations. The District continues to develop a sustainable park system that will be supported by decisions that provide services at a sustainable rate, such as providing infrastructure that can be reasonably maintained while setting realistic targets on programs and services.

The District currently owns four vacant parcels for future parks and recreation facilities, a 55 acre parcel on Johnson Road, an 80 acre parcel on Sheep Creek Road, a 25 acre parcel on Chateau Road and a 4 acre parcel on Warbler Road that includes an adjacent 10 acre parcel off of Sahara Road.

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, however the District does respect the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

### Monthly Activity Report

The following report details the number of community center rentals and activities for the month:

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	3	2	5
Phelan Senior Center	3	3	11
Piñon Hills Community Center	5	0	5
Miscellaneous	0	0	0
Phelan Park	0	1	0



### **Events and Classes**

The following is a brief summary of current parks and recreation events:

- Upcoming Parks Committee Meeting – November 12, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Community Cleanup/Free Tire Day – Saturday 9/14/2024, 8am – 12 noon at CR&R Service Yard.
- Free Tire Day – Saturday 12/14/2024, 8am – 12 noon at CR&R Service Yard.
- Phelan Phun Day – Saturday 10/5/2024, 9 am on Phelan Road.
- Kids Baking Class – Saturday 10/26/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 11/9/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 12/14/2024, 10:30am – 12 noon at Phelan Senior Center.
- Painting Class – Saturday 11/2/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Painting Class – Saturday 12/7/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Tree Workshop/Giveaway – Saturday 10/19/2024, 10:30am – 12 noon at Phelan Park.
- Tree Lighting Ceremony – Friday 12/6/2024, 6 pm at Phelan Park.
- Gardening Class – Harvest/Storing fruits and Vegetables, 10/12/2024, 10am – 11am.
- Gardening Class – Using a Greenhouse, 11/9/2024, 10am – 11am.
- Gardening Class – Planting Trees and Pruning 12/14/2024, 10am – 11am.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

### **Projects/Activities in Process**

- Parks Budget for 2024/2025 – Approved by the board 6/26/2024.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process/On Going
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
  - American Rescue Program Act (ARPA) Funds - The county has approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District's Board on 3/8/2023. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. Park Enhancement costs and timeline presented at Board meeting 9/25/2024. Preparations for RFP are in process.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.





## Water Operations Manager's Report October 2024

### Introduction

The Phelan Piñon Hills Community Services District (District) maintains a large water distribution system that includes over three hundred & forty miles of water lines. The following are District statistics and information related to the operations of this distribution system and the quality of the water supplied to District customers.

### Summary

The District's water distribution system is in compliance with the State Water Resources Control Board- Division of Drinking Water, The Environmental Protection Agency, the Safe Drinking Water Act, Cal OSHA, and all other governing agencies.

Current chlorine demand has remained low and steady due to routine maintenance and flushing. Chlorine demand is found by subtracting the chlorine residual from the total chlorine added to the water system. A low chlorine demand indicates water-free or nearly free of pathogenic microorganisms.

### Water Quality Samples

The following is a summary of all water quality samples collected this month and any pertinent information related to said samples.

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	46 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	4 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	1 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	3 samples	As needed	All in Compliance.
Chromium 6	45 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Lead & Copper	0 samples	Every 3 Years	All in Compliance

## Production and Service Order Report

The following is a summary of the District's water production and service orders for the current month.

<b>Total Monthly Production</b>	245.58 A. F. 1 % more than 2023
<b>2023 Monthly Production</b>	243.59 A. F.
<b>USA's Marked</b>	347
<b>Service Orders Completed</b>	288 service orders completed
<b>Main/Service Line Leaks</b>	19 service line leaks were repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	1 hydrants repaired/0 replaced
<b>Residential Meters Sold</b>	8
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	58 (56 in 2023) (86 in 2022) (95 in 2021)
<b>Construction Meters Out</b>	2
<b>Service Lines Replaced</b>	45

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	108
C-Read & Unlock-Open - Read & Unlock - Opening	4
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	59
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	2
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	2
M- Investigate Lock - Verify Meter Still Locked	11
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	7
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	1
M-Data - Data Log	0
M-Bees- Bees	1
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	3
M-Lock No N/O Info - Meter Locked No New Owner Info	17
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	2
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	2
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	19
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	45

M-Stake Meter Loc - Stake Meter Location	2
M-Status - Status	3
M-Turn off-Cust Req - Turn off - Customer Request	3
M-UNLOCK – UNLOCK	14
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	288

### **Summary of Current Projects**

The following is a brief summary of all current and completed projects for the reported period

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1190 per AF replacement C/Y 2024
- Station 12 rehabilitation and pump replacement- 100% Complete
- Valves and Hydrants Maintenance: 116 hydrants flushed and painted YTD Total-187
- Service line replacement program. 233 Replaced Calendar Year to Date, 118 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25% Complete  
YTD Water savings from this project is 22 GPM and counting in conjunction with operational efficiency @ 11MG

### **Projects Completed**

- Total Non-Revenue Water “Water Loss” is 11 % for Calendar Year 2024  
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete  
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF  
Well 15 accounted for 33% of the water the District produced for the month of October
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 118 Year to Date Turned of 4291  
Staff has begun cross-training to increase the program quantities per year greatly
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 167 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation is being mitigated and disposed of on all Water Operations Facilities

# The Fill Station Year To Date Statistics



# Agenda Item 9

Director Reports

Director Report  
Rebecca Kujawa  
ASBCSD Dinner 10/21/24

CSDA Report:

1. Initiative 1935 (Taxpayer Protection and Government Act) blocked by Supreme Court from appearing on ballot.

LAFCO Report:

1. Dagget CSD:
  - a. Has not been able to raise rates due to 218 process (voters against)
  - b. Looking to consolidate with Barstow (6 years out)
  - c. State has noticed CSD for failure to comply with maximum contaminant levels of uranium and failure to demonstrate adequate administrative and technical operations to maintain the water system.

Heather Dyer, CEO/GM, San Bernardino Valley Municipal Water District:

Topic: Thinking Beyond the Pipes: Organizations Rooted in People

1. Make an investment in people
2. Build them up to lead
3. Build a sense of belonging

Dr. Jennifer Alford, Director, CSUSB Institute for Watershed Resiliency

The IWR's mission is to lead & advocate for community-university partnerships that seek to mitigate & resolve complex water resources issues across diverse social, economic & environmental landscapes through environmental education, workforce readiness & stewardship.

To adequately address watershed level community needs requires an interdisciplinary approach to water resource issues. The primary objectives of the IWR include:

- Promote, develop, and sustain activities that mitigate water-centric issues across social, economic, environmental landscapes through interdisciplinary learning, service and research.
- Develop and facilitate collaborative agency-university workforce and professional development opportunities for students, educators, and community resource practitioners.
- Build, lead, and sustain partnerships and collaborations that provide resources for IWR program focus areas.
- Elevate best practices and innovations that support activities to promote the equity of water resources across watershed landscapes.

We welcome partnerships and financial support to ensure that our students and communities are prepared to meet dynamic water resources challenges through interdisciplinary collaborative approaches. Please check the Programs page where you can learn more about our Watershed Resiliency Career Pathways, and [Professional Development Incentive Program](#) student learning opportunities. You can also visit our [Partnership and Sponsorship](#) page to learn how you can learn how to financially support IWR and CSUSB students.



# Agenda Item 10

Correspondence/Information



**Call**  
**811**  
**Before**

**You Dig,  
Grade, or  
Drag a Road**

✓ **It's Easy**

✓ **It's Free**

✓ **It's the Law**

California State law says you must contact DigAlert before you dig! Failure to do so can result in fines up to \$50,000 and you could be charged with the repair costs of damaged underground facilities. Why risk it? Contact DigAlert before you dig and they will notify all of its members that have underground facilities within the delineated area to mark within 2 working days.



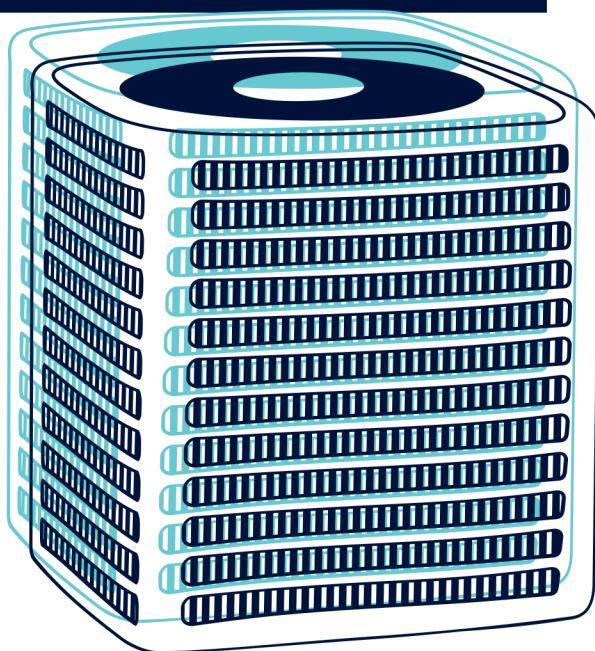
Learn How To:

# Winterize Your Swamp Cooler

Learn how to save water and operate your swamp cooler efficiently by using the following tips. Use these tips in the fall before cold weather and freezing sets in.

## Winterizing Your Swamp Cooler

When the weather begins to cool, it is time to winterize your evaporative cooler. If you do these few simple things, you will minimize your cooler problems when the hot weather hits.



- Clean out the tray at the bottom of the cooler. Drain the water and gently scrape it out.
- Get rid of minerals in the bottom tray. Vinegar can be used to dissolve the buildup.
- Inspect the water trough for clogged holes. Clean as necessary.
  - Coat the entire tray with submarine sealer or another product to prevent rust.
  - Thoroughly dry the tray and inspect it for signs of cracking.
  - To prevent freezing of the cooler's water line, disconnect the water line from the cooler and blow out any water to prevent freezing.
  - Cover your cooler to protect it and to keep cold air out of your house.

*For more information and other useful tips, visit our website at [www.pphcsd.org](http://www.pphcsd.org) or follow us on Facebook and Instagram.*

4176 Warbler Road  
Phelan, CA 92371  
760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)







**4th Annual**  
**Christmas Tree  
Lighting Ceremony**

**December 6, 2024 | Phelan Park**  
**5:30 PM | 4176 Warbler Rd.**

5:30 pm - Hot Chocolate Served  
5:45 pm - Serrano Choir Performance  
6:00 pm - Tree Lighting Ceremony  
Santa Arrives!

**Enjoy Hot Chocolate and Candy Canes**

*Bring a toy to donate to the SB  
County Fire Department's  
Spark of Love Toy Drive*



4176 Warbler Road  
Phelan, CA 92371  
760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)

**Go  
Play  
at the Park**  
Phelan Pinon Hills CSD Parks and Recreation

PLEASE JOIN US FOR OUR



# Christmas Painting Class

DECEMBER 7, 2024 ● 9 AM-AGES 5-12  
11 AM-AGES 13 AND UP

PHELAN SENIOR CENTER  
4128 WARBLER ROAD  
PHELAN, CA

RSVP REQUIRED  
[WWW.PPHCSD.ORG/EVENTS](http://WWW.PPHCSD.ORG/EVENTS)





JOIN US FOR A CHRISTMAS THEMED

# Kids Baking Class

DECEMBER 14, 2024  
10:00 AM - 12:00 PM  
PHELAN SENIOR CENTER  
4128 WARBLER RD.  
PHELAN, CA  
AGES 5-17

Come Join Us to  
Make and Decorate Sugar Cookies

**RSVP Required**

RSVP At: [www.pphcsd.org/sign-up-for-classes](http://www.pphcsd.org/sign-up-for-classes)

*\*All minors must be accompanied by an adult.*

**Go  
Play  
at the Park**  
Phelan Piñon Hills CSD Parks and Recreation

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760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)

  
**Phelan Piñon Hills CSD**  
Established 2008

# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting